

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period April 1, 2015 to March 31, 2016.

Employment Unit: KTVT (CBS Stations Group of Texas LP); KTXA (Television Station KTXA LP)

Unit Members (Stations and Communities of License): KTVT CBS11/KTXA21

EEO Contact Information for Unit Member:

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**I. FULL TIME VACANCIES DURING REPORTING PERIOD – Jobs Filled
(See Master Recruitment Source List for recruitment source data)**

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
Assignment Desk Editor	1-39; 44-47	2
Reporter	1-23; 39; 44-47	47
Traffic Reporter	1-23; 39; 44-47	47
Operations Manager	1-23; 39; 44-47	44
Managing Editor	1-23; 39; 44-47	2
Anchor	1-23; 39; 44-47	45
Assistant News Director	1-23; 39; 44-47	47
Investigative Reporter	1-23; 39; 44-47	47
Producer	1-39; 44-47	2
Assignment Desk Editor	1-39; 44-47	46
Producer	1-39; 44-47	2
Account Executive	1-39; 44-47	44
Account Executive	1-39; 44-47	2
Sales Assistant	1-39; 44-47	47
Account Executive	1-39; 44-47	46
Writer/Producer	1-39; 44-47	2
Writer/Producer	1-39; 44-47	2
Account Executive	1-39; 44-47	47
Sales Assistant	1-39; 44-47	46
Managing Editor	5	46

II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

CODE #	RECRUITMENT SOURCE	ADDRESS	CONTACT	PHONE	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1	Direct Employers	www.my.jobs.com	Kenexa	Website	N	
2	CBSDFW.COM	www.cbsdfw.com	Kenexa	817-586-7206	N	54
3	CBS Campus Recruiting	www.cbsdfw.com	Kenexa	817-586-7206	N	
4	CBS Corporation	http://cbscorporation.jobs/	Kenexa	817-586-7206	N	
5	CBS Internal Gateway	www.cbsandyou.com	Kenexa	817-586-7206	N	12
6	America's Job Exchange (AJE)	www.americanjobexchange.com	First Advantage	Website	N	
7	AJE Veterans Exchange	www.americanjobexchange.com	First Advantage	Website	N	
8	AJE Disability Exchange	www.americanjobexchange.com	First Advantage	Website	N	
9	AJE State Exchange for MA	www.americanjobexchange.com	First Advantage	Website	N	
10	Disabled Persons	www.Disabledperson.com	First Advantage	Website	N	
11	Diversity Jobs	www.Diversityjobs.com	First Advantage	Website	N	
12	Diversity Working	www.diversityworking.com	First Advantage	Website	N	
13	Veteran Jobs	www.Veteranjobs.net	First Advantage	Website	N	
14	Asian Hires	www.Asianhires.com	First Advantage	Website	N	
15	African American Hires	www.Africanamericanhires.com	First Advantage	Website	N	
16	Disability Jobs	www.Disabilityjobs.net	First Advantage	Website	N	
17	All LGBT Jobs	www.Allgbtjobs.com	First Advantage	Website	N	
18	Job Opportunities for Disabled American Veterans (JOFAV)	www.Jofdav.com	First Advantage	Website	N	
19	Career Jet	www.Careerjet.com	First Advantage	Website	N	
20	Glassdoor	www.Glassdoor.com	First Advantage	Website	N	
21	Indeed	www.Indeed.com	First Advantage	Website	N	3
22	Juju	www.Juju.com	First Advantage	Website	N	
23	Simply Hired	www.simplyhired.com	First Advantage	Website	N	
24	Southern Methodist University	www.smu.edu	Alicia Love	214-768-2266	N	
25	Hispanic Communicators of Dallas/Fort Worth	www.dfwhispanic.org	Teevee Aguirre	Website	N	
26	Fort Worth Metropolitan Black Chamber of Commerce	www.fwmbcc.org	B Bolden	817-871-6538	N	

27	Fort Worth Hispanic Chamber of Commerce	www.fwhcc.com	Lucy Roman	817-625-5411	N	
28	Tarrant County College-NE Campus	www.tccd.edu	Gina Maloy	817-515-8223	N	
29	University of North Texas	www.unt.edu	Dan Naegeli	940-565-2105	N	2
30	American Broadcasting School	www.radioschool.com	Michelle McConnell	817-695-2474	Y	
31	Texas Women's University	www.twu.edu	Sherri Williams	940-TWU-2000	N	
32	Texas Christian University	www.tcu.edu	Jessica Cates	817-257-2222	N	3
33	The Art Institute of Dallas	www.aia.edu	Nicole Rincon	469-587-1213	N	
34	University of Texas at Arlington	www.uta.edu	Barbara Peet	817-272-2932	N	2
35	Dallas Urban League	www.ulgdntx.com	Katrina King	214-915-4600	N	
36	University of Texas at Dallas	www.utdallas.edu	Nakoya Moss	972-883-2943	N	1
37	DeVry Institute of Technology	www.devry.edu	Sondra Lohr	972-929-9353	N	
38	U.S. Department of Veterans Affairs	www.VA.gov	Rachelle Alexander	214-735-4201	N	
39	Texas Association of Broadcasters	www.tab.org	Craig Bean	512-322-9944	N	13
40	Linked In	www.linkedin.com	Leslie Garrett	817-586-7206	N	2
41	Dallas Morning News	www.dallasnews.com	Email/Website Posting	800-925-1500	N	
42	Fort Worth Star Telegram	www.star-telegram.com	Email/Website Posting	800-776-7827	N	
43	TV Jobs	www.tvjobs.com	Email/Website Posting	Website	N	
44	Industry	n/a	n/a	n/a	N	9
45	Talent Agents	n/a	n/a	n/a	N	16
46	Employee Referral	n/a	n/a	n/a	N	10
47	Non-Employee/Previous Employee Referral	n/a	n/a	n/a	N	5

TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD

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III. Supplemental Recruitment Measures.

(a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Participated in the Bob Schieffer College of Communication Job Forum. This event was attended by TCU Broadcast Journalism students interested in opportunities in the broadcast industry and our available internships.	10/6/15	Leslie Garrett – Human Resources
Participated in the Mayborn School of Journalism Career Fair at The University of North Texas. This Fair was attended by UNT students interested in obtaining internships and career opportunities within the media industry.	10/7/15	Leslie Garrett – Human Resources
Developed and Hosted the 2016 Education Expo at Grapevine Mills Mall. A Community Partnership based event, with more than 3000 in attendance. This program was developed to help those who need to continue their education or further their career via continued education. Discussions were held on the opportunities in the marketplace including the broadcast industry and the opportunities and careers available at KTVT/ KTXA. The Expo allowed representatives of participating businesses and schools to meet and speak with individuals regarding career and education opportunities. KTXA put on the 4 th Annual Education Expo and promoted the event on both stations and our website in an effort to widely disseminate and market the event.	1/23/2016	Gary Schneider- President & General Manager Matt Flewelling- VP Director of Sales Elliott Moore- Sales Marketing Manager Lori Conrad- Director of Communications James Perez- Sales Manager Brent Franks – Sales Manager David Baer- National Sales Manager Zach Wohldmann- Account Executive Alison Valentine- Account Executive Jay Stokes- Account Executive Joan Hemstreet- Account Executive John Kemp- Account Executive Rich Edmond- Account Executive Natalie Tims- Account Executive

(b) Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Station Internship Program KTVT- TV continues to offer an internship program that is designed to assist college students to acquire skills needed for Broadcast employment. The program provided meaningful hands on work experience. Interns were exposed to multiple areas in marketing, news gathering, commercial production including commercial shoots, edit sessions, and going out on calls with our Reporters and Photographers. In addition, Interns were also given the opportunity to be involved with the Digital Media department where they wrote and learned the basics of web publishing. Interns worked with various staff members.	Ongoing Spring, Summer & Fall Semesters- 18 Student Interns during reporting period	Leslie Garrett- Human Resources/ Internship Coordinator David Hershey – VP/Director of Creative Services Dandy Killeen- Sports Executive Producer Various staff of Creative Services, Sports, Newsroom, Web Team, Production, Producers, Reporters and Photographers
Technology Apprentice Program KTVT- TV partnered with The National Association of Broadcasters Education Foundation to host a Technology/Engineering Apprentice. This program is designed to assist high-tech students with hands-on training. The apprentice was exposed to multiple areas in Engineering including Transmitter Tower Operations, Information Technology in a broadcast field to Operations of a live television studio.	Summer 2015	Sim Kolliner- Director of Broadcast Engineering Staff in various roles with in Engineering

(c) Participation in Events.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Guest Lecturer- Southern Methodist University Spoke with Broadcast Journalism students about opportunities in the broadcast industry and the different career paths available to broadcast majors. Answered individual questions.	3/2/16	Ginger Allen- Investigative Reporter Mike Lozano- Photographer
Read Across America Ambassador- Ennis ISD Recorded segment of reading books to students to encourage reading and the enjoyment of reading also introduced the Ennis ISD students to our On Air staff and showed them virtually around the studio answered questions on how a broadcast is run and how each person plays a role in bring it all together	3/2/16	Chelsey Davis- Traffic Anchor
Career Days Speak to students to educate them about the importance of education and what their journey was like getting into broadcast. Each explained what role they play in the Industry and encouraged the students to learn and discover what they want to do when they grow up. Crowley Middle School Wedgewood 6th Grade School Daulton Elementary Moseley Elementary Baroda High School-India Woodway Elementary Cesar Chavez Elementary Dartmouth Elementary Waterford Oaks Elementary Bullock Elementary Hazel Harvey Elementary Plummer Elementary Math & Science Day- Carrol Elementary Bear Creek Elementary Hillcrest Middle School Bebensee Elementary Universal Academy Coppell	2/24/16 2/3/16 1/27/16 1/20/16 12/1/15 5/29/15 5/22/15 5/22/15 5/20/15 5/20/15 5/19/15 5/15/15 5/8/15 5/8/15 5/5/15 5/1/15 4/30/15	Jeff Jamison Meteorologist Sim Kolliner- Dir of Engineering Jeff Jamison- Meteorologist Jeff Jamison- Meteorologist Aparna Zalani- Special Projects Ken Foote- Dir of Programming Tadd Van Cleve- Promotions Mgr Brooke Richie Rogers-Reporter Jay Johnson- Photographer John Egger- Photographer Rhett Schwartzkopf-Sr Producer Lynn O'Donnell-Producer Larry Mowry- Chief Meteorologist Mike Garber- News Director Tim Anders- Photographer Lisa Villegas- Meteorologist Lisa Villegas- Meteorologist
Guest Lecturer- Southern Methodist University Spoke with Broadcast Journalism students about opportunities in the broadcast industry and the different career paths available to broadcast majors. Answered individual questions.	1/26/16	Mike Lozano- Photographer
Guest Lecturer- University of North Texas Spoke on the opportunities available to the exiting students in the Spots Broadcasting Industry. What they should look to do to launch their career and help them navigate the industry and prepare for challenges.	2/10/16	Dandy Killeen- Sports Director
Guest Lecturer- Southern Methodist University Spoke on the opportunities available to the exiting students in the News Industry. What they should look to do to launch their career and help them navigate the industry and prepare for challenges.	11/13/15	JD Miles- Reporter
Guest Lecturer- University of North Texas Spoke about career opportunities to a News Producing class. Explained different careers and what each entailed in the Promotions and Marketing fields.	4/6/15	David Hershey- Creative Svcs Dir
Guest Lecturer- University of Texas Arlington Spoke about how to start your career in broadcasting when he receive his start and where students should look to grow skills to help them hit the ground running as a graduate.	11/16/15	Sean Noell- Production Assistant

Pro Tempore Professor- University of North Texas- Teaches course on Media Branding and Promotion.	Fall Semester 2015	David Hershey- Creative Svcs Dir
Station Tours Station tours are given to various organizations and area school students for the primary purpose of providing an educational experience to the viewing public as to the inner workings of the stations.	Year round	Public Relations Department

(d) Training Management Personnel.

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
Train Hiring Executives in the recruitment process for openings within their respective departments. (Ongoing)	Leslie Garrett- Human Resources, Department Heads, and all Managers	Meet with individual Dept. Managers to go over recruitment process, do's and don'ts of interviewing techniques, making sure a good mix of qualified candidates are interviewed prior to the hiring decision.
New Hire Orientation Meetings - EEO Policy Dissemination (Ongoing)	Leslie Garrett- Human Resources	The EEO Policy, as well as the Non-Discrimination and Anti-Harassment Policy (which can be found in the HR Policy Manual, accessible to employees through the CBS and You website portal), is discussed with all newly hired employees as part of their New Hire Orientation.
CBS Corporation Business Conduct Statement (BCS) , which summarizes the most important policies and rules that apply to CBS and its employees, including Equal Employment Opportunity and Harassment-Free Workplace Environment; September, 2014.	Distributed to all current employees and new hires via Leslie Garrett- Human Resources	Reading material, which requires employees to affirm their individual commitment to the highest standards of business ethics and workplace behavior as set forth in the CBS Corporation Business Conduct Statement. Must be completed by all Full-Time employees on a bi-annual basis and at the time of hire for new employees.
CBS Corporation Web-Based Training Modules distributed to all Full-Time and New Hire Employees <u>Mandatory Compliance Training Courses:</u> The 2014 CBS Business Conduct Statement Training Course & Certification Sexual Harassment: Our Expectations for a Respectful Workplace Sexual Harassment: What Leaders need to know CBS Information Security Awareness 2015 Anti-Harassment Courses CBS Privacy by Design	All Full Time Staff Employees and Full Time New Hire Employees are required to complete these online training modules and print out their "Certificate of Completion"	Online training courses for the purpose of reviewing the company's policies which include ensuring that our conduct is lawful and ethical and that our workplace is free of unlawful discrimination and harassment and conducive to the work we need to accomplish. Training also outlines steps employees should take if they believe unlawful practices occur in the workplace. These policies are also outlined in the CBS Human Resources Policy Guide which is accessible to all CBS Employees on the CBS & You website portal. The CBS Business Conduct Statement is also accessible to all CBS employees via the online CBS and You website postal as well.