

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period April 1, 2017 to March 31, 2018.

Employment Unit: KTVT (CBS Stations Group of Texas LLC); KTXA (Television Station KTXA Inc.)

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
Producer	1-23; 43-47	CBS Website
Reporter	1-3; 5-23; 43-47	Talent Agent
Account Executive	1-3; 5-37; 42-47	Employee Referral
Writer/Producer	1-3; 5-23; 43-47	Industry
Meteorologist	1-3; 5-23; 43-47	Talent Agent
Account Executive	1-3; 5-37; 42-47	Internal Staff
Account Executive	1-3; 5-37; 42-47	CBS Website
Account Executive	1-3; 5-37; 42-47	CBS Website
Executive Producer	1-3; 5-23; 43-47	CBS Website
Assignment Editor	1-37; 43-47	Internal Staff
Special Projects Producer	3	Internal Staff

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	Avature	Website	N	
2	CBSDFW.COM	www.cbsdfw.com	Avature	817-586-7206	N	27
3	CBS & You Internal Job Posting	www.cbsandyou.com	Avature	817-586-7206	N	6
4	Linked In	www.linkedin.com	Various Managers	817-586-7206	N	1
5	Texas Association of Broadcasters	www.tab.org	Craig Bean	512- 322-9944	N	1
6	America's Job Exchange (AJE)	www.americanjobexchange.com	Posting via CBS Applicant Tracking System	Website	N	
7	AJE Veterans Exchange	www.americanjobexchange.com	Posting via CBS Applicant Tracking System	Website	N	
8	AJE Disability Exchange	www.americanjobexchange.com	Posting via CBS Applicant Tracking System	Website	N	
9	AJE State Exchange	www.americanjobexchange.com	Posting via CBS Applicant Tracking System	Website	N	
10	Disabled Persons	www.Disabledperson.com	Posting via CBS Applicant Tracking System	Website	N	
11	Diversity Jobs	www.Diversityjobs.com	Posting via CBS Applicant Tracking System	Website	N	
12	Diversity Working	www.diversityworking.com	Posting via CBS Applicant Tracking System	Website	N	
13	Veteran Jobs	www.Veteranjobs.net	Posting via CBS Applicant Tracking System	Website	N	
14	Asian Hires	www.Asianhires.com	Posting via CBS Applicant Tracking System	Website	N	
15	African American Hires	www.Africanamericanhires.com	Posting via CBS Applicant Tracking System	Website	N	
16	Disability Jobs	www.Disabilityjobs.net	Posting via CBS Applicant Tracking System	Website	N	
17	All LGBT Jobs	www.Alllgbtjobs.com	Posting via CBS Applicant Tracking System	Website	N	
18	Job Opportunities for Disabled American Veterans (JOFDAV)	www.Jofdav.com	Posting via CBS Applicant Tracking System	Website	N	
19	Career Jet	www.Careerjet.com	Posting via CBS Applicant Tracking System	Website	N	
20	Glassdoor	www.Glassdoor.com	Posting via CBS Applicant Tracking System	Website	N	
21	Indeed	www.Indeed.com	Posting via CBS Applicant Tracking System	Website	N	

22	Juju	www.Juju.com	Posting via CBS Applicant Tracking System	Website	N	
23	Simply Hired	www.simplyhired.com	Posting via CBS Applicant Tracking System	Website	N	
24	Southern Methodist University	www.smu.edu	Pam Hackett	214-768-3540	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	Daniela Correa	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	
30	American Broadcasting School	www.radioschool.com	Michelle McConnell	817-695-2474	N	
31	Texas Women's University	www.twu.edu	Sherri Williams	940-TWU-2000	N	
32	Texas Christian University	www.tcu.edu	Jean Marie Brown	817-257-4241	N	
33	The Art Institute of Dallas	www.aii.edu	Laurie Garner	817-210-0785	N	
34	University of Texas at Arlington	www.uta.edu	Barbara Peet	817-272-2932	N	
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	
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	Dallas Morning News	www.dallasnews.com	Email/Website Posting	800-925-1500	N	
40	Fort Worth Star Telegram	www.star-telegram.com	Email/Website Posting	800-776-7827	N	
41	TV Jobs	www.tvjobs.com	Email/Website Posting	Website	N	
42	Spot N' Dots	www.spotsndots.com	Email/Website Posting	Website	N	
43	Industry	n/a	n/a	n/a	N	8
44	Talent Agents	n/a	n/a	n/a	N	11
45	Employee Referral	n/a	n/a	n/a	N	5
46	Internal Staff	n/a	n/a	n/a	N	5
47	Non-Employee/Previous Employee Referral	n/a	n/a	n/a	N	3

TOTAL INTERVIEWEES FOR THE 12-MONTH PERIOD

67

III. Supplemental Recruitment Measures.

(a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Participated in the Media Professionals Networking Night Job Forum. This event was attended by Broadcast Journalism students interested in opportunities in the broadcast industry and our available internships.	10/9/17	Leslie Garrett – Human Resources
Developed and Hosted the 2018 Texas is Hiring at Irving Mall A Community based event, with more than 5000 in attendance. This program was developed to help those who need assistance with continuing education and career advancement. Companies discussed the opportunities in the marketplace. The Expo allowed representatives of participating businesses and schools to meet and speak with individuals regarding career and education opportunities. KTXA put on the 6 th Annual Expo and promoted the event on both stations and our website in an effort to widely disseminate and market the event.	1/26/18	Gary Schneider- President & General Manager Matt Flewelling- VP Director of Sales James Perez- Sales Manager David Baer- National Sales Manager Zach Wohldmann- Account Executive John Kemp- Account Executive Dave Mesker- Account Executive Stephanie McCallister- Account Executive Patrick Dillon- Account Executive Gretchen Brady- Account Executive Jenifer Flaherty- Account Executive Jennifer Gray- Account Executive Jason Bruzzone- 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 in the areas of Sports, Creative Services, Sales and News. Interns were exposed to multiple areas in marketing, newsgathering, business and commercial production. This included variations of commercial shoots, edit sessions, going out on sales calls with our Account Executives and reporting from the field with our Reporters and Photographers. Interns worked with various staff members.	Ongoing Spring, Summer & Fall Semesters- 12 Student Interns during reporting period	Leslie Garrett- Human Resources/ Internship Coordinator David Hershey – VP/Director of Creative Services Dandy Killeen- Sports Executive Producer Laurie Passman- Assistant News Director Matt Flewelling- Director of Sales Various staff of Creative Services, Sports, Newsroom, Sales, Production, Producers, Reporters and Photographers
Emma Bowen Program The Emma Bowen Foundation is committed to creating career opportunities in the media industry for minority youth through a program that focuses on scholastic achievement, direct work experience and professional development. Foundation staff coordinates student recruitment and screening and once selected, the Foundation monitors students’ academic and work performance throughout their time in the program and tracks graduates’ career progress. The student rotates from department to department each summer of the internship to learn the inner workings of a television station.	Summer 2017	Gary Schneider- President & General Manager Leslie Garrett- Human Resources Manager Staff in various roles with all Departments

(c) Participation in Events.

Description of Recruitment Measure:	Personnel Involved: (Name and Position)
<p>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.</p> <p>Beebensee Elementary Christi Elementary Harmony School of Innovation</p>	<p>Scott Fralicks-Editor Alexis Ramirez-Photographer Jeff Jamison- Meteorologist</p>
<p>Guest Lecturer- University of North Texas Spoke with Broadcast Journalism Production students about opportunities in the broadcast industry and the different career paths available to broadcast majors. Answered individual questions.</p>	<p>Dandy Killeen- Sports Director</p>
<p>Guest Lecturer- University of Texas at Arlington Spoke with a Strategic Social Media Class about how Social Media has evolved in the newsroom. Answered individual questions.</p>	<p>Geoff Petrusis-Digital Director</p>
<p>Guest Lecturer- University of Southern California Spoke with Broadcast Management students about opportunities in the broadcast industry and the different career paths available to broadcast majors. Answered individual questions.</p>	<p>Ken Molestina- Reporter</p>
<p>Guest Lecturer- Southern Methodist University Spoke on the opportunities available to the exiting Journalism 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.</p>	<p>Mike Lozano- Photographer</p>
<p>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.</p>	<p>Dandy Killeen- Sports Director</p>
<p>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.</p> <p>TCU- HS Journalism Workshop Texas Wesleyan Journalism Cooper HS- AV Production</p>	<p>Public Relations</p>

(d) Training Management Personnel.

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
<p>Train Hiring Executives in the recruitment process for openings within their respective departments. (Ongoing)</p>	<p>Leslie Garrett- Human Resources, Department Heads, and all Managers</p>	<p>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.</p>
<p>New Hire Orientation Meetings - Company and EEO Policy Dissemination and Review (Ongoing)</p>	<p>Leslie Garrett- Human Resources</p>	<p>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.</p>
<p>2016 Version of 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; October, 2016.</p>	<p>All Full Time Staff Employees and Full Time New Hire Employees are required to complete these online training modules and print out the "Certificate of Completion". This training is mandatory every other year for current employees to complete as a refresher</p>	<p>A series of 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 portal as well.</p>
<p>CBS Corporation Web-Based Training Modules distributed to all Full-Time and New Hire Employees <u>Mandatory Compliance Training Courses:</u> The 2016 CBS Business Conduct Statement Training Course & Certification Sexual Harassment: Maintaining a Respectful Workplace Sexual Harassment: Leading a Respectful Workplace CBS Information Security Awareness Anti-Harassment Courses CBS Privacy by Design Diversity and Inclusion Training: Unconscious Bias</p>	<p>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". Training is mandatory every other year as a refresher.</p>	<p>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.</p>