

EEO PUBLIC FILE REPORT

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

1) Employment Unit: CBS Broadcasting Inc.

2) Unit Members (Stations and Communities of License): WCBS-TV/WLNY-TV, New York, NY

3) EEO Contact Information for Unit Member:

Mailing Address: WCBS-TV / WLNY-TV Finance Dept. – 3 rd Floor 524 West 57 th Street New York, NY 10019	Telephone Number: 212-975-2200
	Contact Person: Lisa Hakim
	E-mail Address: Lhakim@cbs.com

**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
Sports Anchor	2	Per Diem to Staff
Digital Sales Coordinator	1-29; 32-39	Internal Employee/Promotion
Web Producer	1-29; 32-39	CBS Website
Reporter	2	Per Diem to Staff
Payroll Manager	1-29; 32-39	Employee Referral
Assistant News Director	1-29; 32-39	Internal Employee/Promotion
Maintenance Engineer 403g	1-29; 32-39	CBS Website
Assignment Manager	2	Internal Employee/Promotion
Associate Producer	1-29; 32-39	CBS Website
Assignment Editor	1-29; 32-39	CBS Website
Design Director	1-29; 32-39	Employee Referral
Administrative Assistant	1-29; 32-39	Indeed.com
Sales Assistant	1-29; 32-39	CBS Website
Web Producer	1-29; 32-39	Former Employee
Web Producer	1-29; 32-39	Former Employee

II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

CODE #	RECRUITMENT SOURCE	ADDRESS	CONTACT	PHONE	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1	CBS Corporation.com	524 West 57 th Street New York, NY 10019	Website posting via corporate website (CBS Applicant Tracking System via Avature)	Varies by posting	No	47
2	CBS & You Internal Job Posting	524 West 57 th Street New York, NY 10019	Website posting for current employees only via CBS intranet site		No	
3	The Bridge to Independence & Career Opportunity (TBICO)	22 Eagle Road Danbury, CT 06810	Carole DeRoberts Tbico1@aol.com	203-743-6695	Yes	
4	Black United Fund of New Jersey	132 South Harrison St. East Orange, NJ 07018	Sondra Clark sclark@aafnj.org	973-676-5283	Yes	
5	Community Resource Database of Long Island	101 Eastwood Blvd. Centereach, NY 11720-2745	Loretta Piscatella crdli@mcpl.lib.ny.us	631-585-9393	Yes	
6	The New York Urban League	204 West 136 th Street New York, NY 10030	Diana Coleman dcoleman@nyul.org	212-926-8000	Yes	
7	One Hundred Black Men of New York	299 Park Avenue New York, NY 10171	Steven Board Ohbm.org	212-777-7070	Yes	
8	One Hundred Black Men of New Jersey, Inc.	P.O. Box 1206 Newark, NJ 07101	Jerrid Douglas 100bmnj.org	732-735-0412	Yes	
9	Statewide Hispanic Chamber of Commerce of NJ	One Gateway Center Suite 903 Newark, NJ 07102	Erica Horton chamber@shccnj.org	973-900-5886	Yes	
10	New York Association of Black Journalists- NY Chapter	P.O. Box 234 2214 Frederick Douglass Blvd. New York, NY 10026	Michael Fenney nyabj@yahoo.com	212-252-5332	Yes	
11	National Association of Hispanic Journalists- NY Chapter		Geraldine Cols-Azocar gerymca@gmail.com		Yes	
12	Asian American Journalists Federation- NY Chapter		aaanyjobs@googlegroups.com		Yes	
13	National Lesbian & Gay Journalist Association		info@nlgia.org		Yes	
14	The Harlem Business Alliance	275 Lenox Avenue New York, NY 10027	Regina Smith rsmith@hbany.org	212-665-7010	Yes	

15	Job Path	22 West 38 th St. #11 New York, NY 10018	Aimee Althoff aalthoff@jobpathnyc.org	212-944-0564	Yes	
16	Native American Journalists Association	395 W. Lindsey St. Norman, OK 73019-4201		405-325-1649	Yes	
17	Bronxnet	250 Bedford Park Blvd. West Bronx, NY 10468	Marisa White Marisa@bronxnet.org	718-960-8769	Yes	
18	Community Association of Progressive Dominicans	3940 Broadway 2 nd Floor New York, NY 10032	Acdp.org	212-781-5500	Yes	
19	Long Island University-CW Post	720 Northern Blvd. Brookville, NY 11548	Jason Cascone Jason.cascone@liu.edu	516-299-2259	Yes	
20	Borough of Manhattan Community College	199 Chambers St. New York, NY 10007	Valeria Diaz vdiaz@bmcc.cuny.edu	212-220-8170	Yes	
21	State University of New Jersey-Rutgers	100 Somerset St. New Brunswick, NJ 08901	Career Services Careers.rutgers.edu	848-932-7997	Yes	
22	Columbia University School of Journalism	116 th Street & Broadway New York, NY	Career Services Jrn.columbia.edu	212-854-9198	Yes	
23	St. John's University	8000 Utopia Parkway Jamaica, NY 11439	Michael Rizzo rizzom@stjohns.edu	718-990-7390	Yes	
24	Lehman College	250 Bedford Park Blvd. West Bronx, NY 10468	Career Services Bascillia Toussaint Bascillia.Toussaint@lehman.cuny.edu	718-960-8557	Yes	
25	New York University	133 East 13 th St. 2 nd Floor New York, NY 10003	Career Development career.development@nyu.edu	212-998-4730	Yes	
26	New York Institute of Technology	1855 Broadway New York, nY 10023	Career Services osa@nyit.edu	212-261-1537	Yes	
27	School of Visual Arts	136 West 21 St. New York, NY 10010	Career Development cd@sva.edu	212-592-2370	Yes	
28	Hofstra University	1000 Fulton Ave. Hempstead, NY 11550	Career Center https://hofstra-csm.symplicity.com/employers/	516-463-6600	Yes	
29	Berkeley College	44 Rifle Camp Rd Woodland Park, NJ 07424	Career Services jib@BerkeleyCollege.edu	866-433-1086	Yes	

30	Ken Lindner & Associates, Inc.	2029 Century Park East Suite 1000 Los Angeles, CA 90067		310-277-9223	No	
31	IF Management	152 West 57th St. #14 New York, NY 10019	contact@ifmanagement.com	212- 265-7711	No	
32	Direct Employers Association		Website posting via CBS Applicant Tracking System		N/A	3
33	Indeed.com		Website posting via CBS Applicant Tracking System		N/A	15
34	Internal Staff Promotions/Transfers				N/A	9
35	Former Employee				N/A	2
36	Per Diem to Staff Promotions/Transfers				N/A	2
37	Employee Referral				N/A	12
38	Industry Referral				N/A	1
39	Direct Contact				N/A	3

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)
<p>1. Penn State “Success in the City” Career Fair This career/internship fair was attended by over 200 Penn State students seeking internships or employment after graduation.</p>	4/10/2015	Margaret Marion (HR Director, CBS Radio); Kathleen Kelly (HR Manager, WCBS-TV/WLNY-TV)
<p>2. Madison Square Garden Sports/Entertainment Career Fair This career fair was attended by over 300 people primarily seeking full-time employment, but some students also attended seeking internships.</p>	6/9/2015	Kathleen Kelly (HR Manager, WCBS/WLNY-TV); Margaret Marion (HR Director, CBS Radio)
<p>3. Out to Work LGBT Job Fair HR representatives spoke to 100+ people seeking employment opportunities and advice/tips on resumes and interviewing for open jobs.</p>	9/25/2015	Kathleen Kelly (HR Manager, WCBS/WLNY-TV), Suzanne Rynne (HR Director, Showtime/CBS TV Network)
<p>4. St. John’s University Career Fair Students and Alumni from various academic disciplines from St. John’s attend this career fair to discuss internships and potential full-time staff openings.</p>	10/1/2015	Kathleen Kelly (HR Manager, WCBS/WLNY-TV)
<p>5. IRTS Multicultural Career Fair/Workshop HR representatives met with individuals who are interested in full-time, part-time and internship opportunities within medial/digital media. This internship provides networking opportunities for job seekers; more than 200 people attended.</p>	12/4/2015	Kathleen Kelly (HR Manager, WCBS/WLNY-TV); Katie Curcio (Director, News Associate/Internship Program, CBS News); Crystal Johns (Director, Talent Development/Diversity Training, CBS News); Jennifer Valenti-Smith (Staffing Manager, CBS Local Media)

(b) Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p>1. Station Internship Program Interns are exposed to all areas of the WCBS/WLNY Newsroom. They assist on the Assignment Desk; work with Producers/Writers to research story ideas; observe reporters/photographers in the field; observe/make suggestions to editors on packages; collaborate on station promos and public service announcements; create graphics for the newscasts and promos; assist with station tours; research potential clients with the sales team and put together sales presentations, both for traditional TV sales and digital sales. The interns are also tasked with putting together a final project, which is a newscast that they write, produce and report.</p>	<p>3 times per year (Spring, Summer and Fall semester)</p>	<p>Kathleen Kelly (HR Manager, WCBS/WLNY-TV)</p>
<p>2. Emma Bowen Foundation Internship 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 students rotate from department to department each summer of the internship to learn the inner workings of a television station.</p>	<p>Summer Program (late May – late August). One student is selected and that student returns each summer from the summer after high school graduation until the summer after his/her junior year of college.</p>	<p>Kathleen Kelly (HR Manager, WCBS/WLNY-TV)</p>
<p>3. News Apprentice Program WCBS-TV / WLNY-TV provide an apprentice program to hire 1 person for a 6-12 month period and train that individual on the workings of a newsroom, with the potential outcome being that the person is hired into a full-time position at the end of the training period.</p>	<p>June/July of current year and continues for up to 12 months from start date of the apprentice.</p>	<p>Kathleen Kelly (HR Manager, WCBS/WLNY-TV) David Friend (SVP, News/News Director, WCBS/WLNY-TV)</p>

(c) Participation in Events.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p>1. Washington Elementary School Theme Day 2015 Vanessa Murdock, WCBS/WLNY Meteorologist, kicked off Theme Day 2015 at the school. Each grade in the school was given a continent to display/present that focused on 3 categories: land, water and weather. Vanessa showcased the CBS 2 mobile weather lab to a 2nd and a 3rd grade class. She also provided a brief lesson on weather and her job as a weather anchor.</p>	3/27/2015	Vanessa Murdock – Weather Anchor/Meteorologist
<p>2. Brooklyn Public Library’s Summer Reading Program WCBS/WLNY served as a media partner throughout the summer to encourage students to continue reading while school was out of session. The CBS 2 mobile weather lab was on display and Vanessa Murdock, WCBS/WLNY Meteorologist, provided children with information on her career and she answered questions about weather and forecasting.</p>	6/4/2015	Vanessa Murdock – Weather Anchor/Meteorologist
<p>3. High School for Environmental Studies (HSES) Rachel Ferguson, WCBS/WLNY Director of Communications/Public Affairs served as the commencement speaker for the Class of 2015 Graduates. The CBS Diversity Council partnered with HSES to teach students about careers in the broadcast industry.</p>	6/25/2015	Rachel Ferguson – Director, Communications & Public Affairs
<p>4. A Better Chance Gala Dana Tyler, WCBS Anchor, hosted the annual A Better Chance Gala. A Better Chance is a non-profit organization that provides educational opportunities for students in grades 6-12. The organization’s mission is to substantially increase the number of well-educated young people of color who are capable of assuming positions of responsibility and leadership in American society. A Better Chance provides signature College Preparatory Schools Program, which annually recruits, refers and supports about 500 Scholars at more than 300 Member Schools in 27 states.</p>	9/26/2015	Dana Tyler - Anchor
<p>5. Learning Leaders Dana Tyler, WCBS Anchor, participated in the Learning Leaders’ opening meeting. Learning Leaders’ mission is to help NYC public school students succeed by training volunteers to provide individualized instructional support and other school-based support, and by empowering parents to foster their children’s educational development. NYC Schools Chancellor, Carmen Farina, was guest speaker.</p>	9/30/2015	Dana Tyler – Anchor
<p>6. New York Daily News’ Hometown Heroes in Education Mary Calvi, WCBS Anchor, was a presenter during the award program. The annual event honors educators who are truly committed to the community. Mary shared the importance of literacy and education in her career, and the key role learning plays in her family on a daily basis with her children.</p>	10/1/2015	Mary Calvi - Anchor
<p>7. Fair Media Council ‘s Annual Connection Day Dr. Max Gomez, WCBS/WLNY Medical Reporter, and Rachel Ferguson, WCBS/WLNY Director of Communications/ Public Affairs, participated in Connection Day. Connection Day brings media and the community together for a day of open dialogue, story pitching and relationship building. Dr. Gomez was a panelist during a discussion on navigating the healthcare maze; Rachel Ferguson moderated a session on pitching the media.</p>	10/23/2015	Dr. Max Gomez – Medical Reporter Rachel Ferguson – Director, Communication/Public Affairs
<p>8. CBS Diversity Council’s High School Partnership Initiative The CBS Diversity Council coordinated a series of speakers with their High School Partnership Initiative. Dana Tyler and Rachel Ferguson presented career seminars to 9th grade students and spoke about their job responsibilities and careers.</p>	10/30/2015	Dana Tyler – Anchor Rachel Ferguson – Director, Communications/Public Affairs

(d) Training Management Personnel.

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
<p>1. 2014 version of the 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.</p>	<p>Distributed to all current employees every other year and new hires upon start.</p>	<p>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.</p>
<p>2. CBS Corporation Web-Based Training Modules distributed to all Full-Time and New Hire Employees covering the “CBS Business Conduct Statement”, which trains employees on the CBS Television Stations “important policies and rules that apply to CBS Corporation, its employees, and the members of its Board of Directors and to help us maintain a lawful, honest, and ethical environment in our Company.” Courses included “Addressing Sexual Harassment in the Workplace”, “Anti-Harassment/Discrimination Courses”, “Information Security”, “The American with Disabilities Act”, etc.</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”. 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>3. New Hire Orientation Meetings Company and EEO Policy Dissemination and Review</p>	<p>Barbara Lavacca (Director, HR, CBS Corporation); Melissa McKeon (Manager, HR, CBS Corporation); Kathleen Kelly (Manager, HR, CBS Corporation); Francesca Rossi (HR Coordinator, CBS Corporation); Yahayra Gonzalez (Sr. Benefits Analyst, CBS Corporation); Oriana Acevedo (Sr. Benefits Analyst, CBS Corporation); Andrew Fiederlein (Retirement Plans Manager, CBS Corporation)</p>	<p>This training is ongoing and provided to all new full-time staff employees; this training is held at our corporate offices. The Company’s EEO Policies, which include “Addressing Sexual Harassment in the Workplace” and “Anti-Harassment/Discrimination” policies are reviewed with all new employees.</p>