

ATTACHMENT H

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period June 1, 2021 to May 31, 2022

1.) Employment Unit: ViacomCBS

2.) Unit Members (Stations and Communities of License): WJZ-TV, Baltimore

3.) EEO Contact Information for Unit Member:

Mailing Address: 3725 Malden Avenue Baltimore, Maryland 21211	Telephone Number: 215 977-5571
	Contact Person: Kathy Hostetter
	E-mail Address: khostetter@viacomcbs.com

4.) List all Full-Time Job Vacancies (identified by Job Title) Filled by Each Station in the Employment Unit.

SEE MASTER RECRUITMENT SOURCE LIST FOR RECRUITMENT DATA

	Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
1	Account Executive	1 – 3	Internal Promotion
2	Manager Digital Content	1 – 3	ViacomCBS Career Site
3	Multi-Media Journalist	1 – 3	ViacomCBS Career Site
4	Web Producer	1 – 3	Internal Promotion
5	Digital Sales Specialist	1 – 30	ViacomCBS Career Site
6	Producer	1 – 3	Internal Promotion
7	Assignment Editor	1 – 3	Internal Promotion
8	Producer	1 – 30	ViacomCBS Career Site
9	Senior Web Producer	1 – 3	Internal Promotion
10	Multi-Media Journalist	1 – 30	ViacomCBS Career Site
11	Director Planning & Operations	1 – 30	ViacomCBS Career Site
12	Producer/Editor	1 – 3	Internal Promotion
13	Producer/Editor	1 – 3	Internal Promotion
14	Executive Producer	1 – 3	Internal Promotion
15	Producer	1 – 30	ViacomCBS Career Site
16	Digital Web Producer	1 – 30	ViacomCBS Career Site
17	Assignment Desk Assistant	1 – 3	Internal Promotion
18	Jr Account Executive	1 – 30	ViacomCBS Career Site
19	Promotion Manager	1 – 30	ViacomCBS Career Site
20	Director, Community Impact	1 – 3	Internal Promotion
21	Producer Sports	1 – 30	ViacomCBS Career Site
22	Anchor/Reporter	1 – 30	ViacomCBS Career Site
23	Executive Producer	1 – 3	Internal Promotion
24	Producer/Editor	1 – 30	ViacomCBS Career Site
25	Director	1 – 30	ViacomCBS Career Site
26	Building Services Manager	1 – 30	ViacomCBS Career Site
27	Vice President & General Manager	1 – 30	Internal Promotion
28	Producer	1 – 30	ViacomCBS Career Site
29	Investigative Multi-Skilled Producer	1 – 30	ViacomCBS Career Site
30	Broadcast Maintenance Technician	1 – 30	ViacomCBS Career Site
31	Executive Producer, Content Development	1 – 30	ViacomCBS Career Site
32	Producer	1 – 30	ViacomCBS Career Site
33	Director Broadcast Operations & Engineering	1 – 30	ViacomCBS Career Site
34	Assignment Editor	1 – 30	ViacomCBS Career Site

5.) Master List of Recruitment Sources for the reporting period of 06/01/21 through 05/31/22

Job Code #:	i) Name of Organization Notified of Job Vacancy	Contact Person:	Address:	Phone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of Interviewees Referred
1	<p>Avature <i>The CBS Applicant System includes:</i> 1. CBS Television Stations Career Site 2. CBS Television Network Career Site 3. CBS News Career Site 4. CBS Corporate Career Site 5. CBS Interactive Career Site 6. CBS Sports Network Career Site 7. CBS Corporation.jobs 8. ViacomCBS Career Site</p>	<p>Post all job openings in Avature system where applicants can search all available openings</p>	<p>http://cbscorporation.jobs/jobs/</p>	<p>n/a</p>	<p>n/a</p>	<p>68</p>
2	<p>Direct Employers Association, Inc.- Job Syndication Alliances</p> <p>Posts to over 100 organizations and over 500 colleges</p>	<p>Posted off all Job Postings in the Avature System</p>	<p>http://de.nix.org/pdfs/JobAlliancesList.pdf</p>	<p>(866) 268-6206</p>	<p>n/a</p>	
3	<p>WJZ Internal Posting Board</p>	<p>Post on Employee Job Board on the 1st Level</p>	<p>3725 Malden Avenue Baltimore, MD 21211</p>	<p>(410) 466-0013</p>	<p>n/a</p>	
4	<p>Broadcast Employment Service</p>	<p>Post on www.tvjobs.com</p>	<p>P.O. Box 4116 Oceanside, CA 92052</p>	<p>(800) 237-8073</p>	<p>No</p>	

Job Code #:	i) Name of Organization Notified of Job Vacancy	Contact Person:	Address:	Phone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of Interviewees Referred
5	Medialine	Post on: www.medialine.com Mark Shilstone	P.O. Box 51909 Pacific Grove, CA 93950	(800) 237-8073	No	
6	Veterans Administration	Posting on: https://www.vets.gov/employment/employers	31 Hopkins Plaza Baltimore, MD 21201	(410) 230-4538	No	
7	MD/DC/DEL Broadcasters Association Maryland/DC/Delaware	Email Posting to: info@mdcdbroadcasters.com	106 Old Court Road Baltimore, MD 21208	(410) 653-4122	Yes	
8	Maryland New Directions	Mail Postings	2700 N. Charles Street Suite 200 Baltimore, MD 21218	(410) 653-4122	Yes	
9	Baltimore City NAACP	Mail Postings	8 West 26th Street Baltimore, MD 21218	(410) 366-3300	Yes	
10	Anne Arundel County NAACP	Mail Postings	P.O. Box 6210 Annapolis, MD 21401	(410) 974-6317	Yes	
11	Mayor's Office of Employment Development	Mail Postings	100 West 23rd Street 3rd Floor Baltimore, MD 21218	(410) 396-3009	Yes	

Job Code #:	i) Name of Organization Notified of Job Vacancy	Contact Person:	Address:	Phone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of Interviewees Referred
12	Paul's Place	Email postings to Barbara Craig bcraig37@gmail.com	1118 Ward Street Baltimore, MD 21230	(410) 625-0775	Yes	
13	The Emma Bowen Foundation for Minority Interest in Media	Mail Postings Attn: Sandra Rice	524 West 57th Street New York, NY 10019	(212) 975-2545	Yes	
14	Federation of Hispanic Organization-Baltimore Chapter	Email Postings to Marcoap1@verizon.net Marco Pineyro	P.O. Box 25915 Baltimore, MD 21224	(410) 931-1640	Yes	
15	Towson University	Post on: Handshake	8000 York Road Towson, MD 21252	(410) 704-2000	Yes	
16	Coppin State University	Fax Postings: (410) 951-3920	2553 West North Ave. Baltimore, MD 21216	(410) 951-4188	Yes	
17	Goucher College	Post on: www.goucher.edu/recruit	1021 Dulaney Valley Rd. Towson, MD 21204	(410) 337-6191	Yes	
18	Howard University	Post on: Handshake	525 Bryant Street NW Washington, DC 20059	(202) 806-5806	Yes	
19	Loyola College	Post on: Handshake	4501 N. Charles Street Baltimore, MD 21210	(800) 221-9107	Yes	

Job Code #:	i) Name of Organization Notified of Job Vacancy	Contact Person:	Address:	Phone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of Interviewees Referred
20	Morehead State University	Post on: http://www.moreheadstate.edu/careernet/	150 University Blvd. Morehead, KY 40351	(606) 783-2221	Yes	
21	Morgan State University	Post on: Handshake	1700 E. Cold Spring Lane Baltimore, MD 21251	(443) 885-3349	Yes	
22	Stevenson University	Post on Handshake	1525 Greenspring Valley Road Stevenson, MD 21153	(887) 468-6852	Yes	
23	University of Baltimore	Post on: www.ubalt.edu/careercenter	1420 N. Charles Street Baltimore, MD 21201	(410) 837-5440	Yes	
24	University of Maryland	Post on: https://umd-csm.symplicity.com/employers/	3100 Hornbake Library College Park, MD 20742	(301) 314-7225	Yes	
25	The Community College of Baltimore County- CCBC Essex Campus	Email Posting: NNIX@ccbsm.edu Dr. Zelda Nix-McCray	7201 Rossville Blvd. Baltimore, MD 21237	(443) 840-2222	Yes	
26	Temple University	Post on: Handshake	1801 N. Broad Street Philadelphia, PA 19122	(215) 204-7000	Yes	

Job Code #:	i) Name of Organization Notified of Job Vacancy	Contact Person:	Address:	Phone Number:	Did Recruitment Source Request Notification? (Yes or No)	# of Interviewees Referred
27	Employee Referral	WJZ Employees- Past & Present	3725 Malden Avenue Baltimore, Maryland 21211		n/a	40
28	Current CBS Employee	Works for CBS- not a WJZ employee	Various Stations		n/a	
29	Direct Sourcing Contacted applicant directly.	Recruiter	Contacted by CBS/Paramount Recruiter	Varies	No	8
30	Non CBS Employee Referral	n/a	Varies	Varies	n/a	3

Total # of Interviewee referred by Source

Grand Total 119

6.) Total # of Interviewees Referred by Each Source: For the period from June 1, 2021 to May 31, 2022. This Employment Unit interviewed *one hundred nineteen* **119** Interviewees for full time job vacancies.

<u>Recruitment Source</u>	<u>Number of Interviewees Referred</u>
(1) ViacomCBS Career Site	68
(2) ViacomCBS Career Site - Internal	40
(3) CBS/Paramount Recruiter	8
(4) Other- Non CBS Employee Referral	3

7.) Supplemental Recruitment Measures. List and briefly describe the Supplemental Recruitment Measures Undertaken during the proceeding twelve (12) months for the following four (4) recruitment activities.

(a) Job Fairs. (Each employment unit must host or co-sponsor one job fair OR participate in at least four job fairs.)

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
1. Newhouse School at Syracuse University virtual career fair. Virtual interaction with students about careers and Internship program opportunities in broadcast television.	04/07/22	Erik Lee, Operations Manager

(b) Internships (Each employment unit must establish an internship program.)

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Internship Program Paused due to the coronavirus pandemic.		

1. Participation in Events (Each employment unit must participate in at least four events relating to career opportunities in broadcasting sponsored by educational institutions.)

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
1. Archbishop Curley High School Guest speaker, Shared his career experience and the importance of cultural diversity.	02/28/2022	Grover Murrell, Executive Producer.
2. Archbishop Curly High School Career Day Guest speaker, interaction with students about careers and Internship program opportunities in broadcast television.	3/11/2022	Grover Murrell, Executive Producer.
3. University of Maryland (College Park) Talked to students about TV News, and about different positions that are in the newsrooms. We used the opportunity to recruit graduating seniors. We now have onboarded two graduating seniors for positions that needed to be filled in our newsroom. It's a great opportunity to leverage our needs in the business and students looking for jobs in the business. We also discussed the importance of DEI and why it's impactful in today's newsroom setting.	3/4/22	Grover Murrell, Executive Producer

(c) Training Management Personnel. (Each Employment Unit must train management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.)

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
Required Trainings include: 1. Business Practices Statement Training. 2. Diversity- Unconscious Bias Training. 3. Anti-Corruption Training. 4. Maintaining a Respectful Work Environment Training.	All employees	CBS on-line training required by all level of employees and managers.
2. New Hire Orientation	All FT New Hires Kathy Mitzel- HR Manger meets with all new hires.	All FT new hires are given a benefit overview and a policy overview which includes discussing the EEO Policies, the Non-discrimination and Anti-harassment policies, and other <i>“important policies and rules that apply to ViacomCBS, its employees and the members of its</i>

		<i>Board of Directors and to help us maintain a lawful, honest and ethical environment in our company.” New Hires also directed to www.cbsandyou.com.</i>
--	--	--