

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period February 1, 2020 to January 31, 2021.

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
Executive Producer	1-29; 33-42	Internal Employee
Assignment Editor	1-29; 33-42	CBS Website
Reporter	1-29; 33-43	Internal Employee
Reporter	1-29; 33-43	Direct Contact
Digital Line Producer	1-29; 33-43	Internal Employee
News Business Manager	1-29; 33-42	Employee Referral
Associate Digital Line Producer	1-29; 33-42	Per Diem to Staff
Producer/Writer	1-29; 33-42	Internal Employee
Producer/Writer	1-29; 33-42	Internal 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	11
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		aajanyjobs@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	United Talent Agency (N.S. Bienstock)	250 West 57 th St. Suite 333 New York, NY 10107	shinm@unitedtalent.com	212-765-3040	No	
33	Direct Employers Association		Website posting via CBS Applicant Tracking System		N/A	
34	Indeed.com		Website posting via CBS Applicant Tracking System		N/A	
35	Glassdoor.com		Website posting via CBS Applicant Tracking System		N/A	
36	LinkedIn.com		Website posting via CBS Applicant Tracking System		N/A	4
37	TV Jobs.com		Website posting via CBS Applicant Tracking System		N/A	
38	Crunchdata.com		Website posting via CBS Applicant Tracking System		N/A	
39	Internal Staff Promotions/Transfers				N/A	10
40	Former Employee/Former Intern				N/A	
41	Per Diem to Staff Promotions/Transfers				N/A	4
42	Employee Referral				N/A	2
43	Industry Referral				N/A	
44	Direct Contact				N/A	2

TOTAL INTERVIEWEES FOR THE 12-MONTH PERIOD

33

III. Supplemental Recruitment Measures.

(a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
1. Manhattanville College This career/internship fair was attended by about 100 Manhattanville College students seeking internships or full-time employment after graduation.	3/4/2020	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)
2. NABJ/NAHJ Unity Conference This event provides media/journalism organizations the opportunity to network with candidates looking for positions, internships and general career advice/guidance. The event is attended by 500+ people from all over the U.S.	7/23 – 7/27/2020	David Friend (SVP/News Director, CBS2/WLNY-TV) Nicole Tindiglia (Assistant News Director, CBS2/WLNY-TV)
3. The Newmark Graduate School of Journalism at CUNY Job/Internship Fair Students and alumni from CUNY's Journalism program attended virtually and networked with various media/journalism organizations. It provided the opportunity to network and discuss freelance and staff positions and internships.	10/23/2020	Kathleen Kelly (HR Director, CBS 2/WLNY-TV)

Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p>1. 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 Director, CBS2/WLNY-TV)</p>

(b) Participation in Events.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p>1. Fordham University “Interviews and Profiles” class Alice Gainer was a virtual guest speaker in the class. She presented stories she has covered and she discussed her career in journalism. The presentation was followed by a Q&A session.</p>	3/27/2020	Alice Gainer – Reporter, CBS2/WLNY-TV
<p>2. Boston College Graduation Lonnie Quinn, an alumnus of BC, was contacted to give a virtual commencement speech. He spoke about his time at BC and how the school helped to prepare him for a career in meteorology and journalism.</p>	5/18/2020	Lonnie Quinn – Weather Anchor, CBS2/WLNY-TV
<p>3. Archdiocese of NY Arch Media Awards Nearly 200 students from 30 schools participated in the first annual Arch Media Awards. This multimedia journalism program challenged students and their moderators to produce 60-90 second packages that tell a story the same way real-world journalists report a story.</p>	6/16/2020	Lonnie Quinn – Weather Anchor, CBS2/WLNY-TV
<p>4. Fair Lawn High School – Bridges Program John Elliott participated in a zoom class with students. The class was studying weather and weather patterns. John discussed his position as a meteorologist and how he determines the daily forecast.</p>	12/8/2020	John Elliott – Weather Anchor, CBS2/WLNY-TV

(c) Training Management Personnel.

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
<p>1. 2020 ViacomCBS Business Practices Statement (BPS), which summarizes the most important policies and rules that apply to ViacomCBS and its employees. It's a statement/training module of the Company's rules, ethics and values. November 2020.</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 ViacomCBS Business Practices 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. ViacomCBS Web-Based Training Modules distributed to all Full-Time and New Hire Employees covering the "ViacomCBS Business Practices Statement", which trains employees on the Company's "important policies and rules that apply to all ViacomCBS employees, and the members of its Board of Directors, to help us maintain a lawful, honest, and ethical environment in our Company." Courses included "Preventing Sexual Harassment in the Workplace", "Anti-Harassment/Discrimination Courses", "Information Security", "The American with Disabilities Act", etc. In the 4th quarter of 2020, the Company updated the "Preventing Sexual Harassment" training; it was sent out to all staff employees and the training took a minimum of 90 minutes to complete.</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 ViacomCBS Human Resources Policy Guide which is accessible to all ViacomCBS Employees on the Total Rewards employee portal. The ViacomCBS Business Practices Statement is also accessible to all ViacomCBS employees via the Total Rewards portal as well.</p>
<p>3. New Hire Orientation Meetings Company and EEO Policy Dissemination and Review</p>	<p>Vanessa Zackler (Learning & Development Manager, ViacomCBS); Gabrielle Caputo (Sr. Project Coordinator, ViacomCBS); Oriana Acevedo (Sr. Benefits Analyst, CBS Corporation)</p>	<p>This training is ongoing and provided to all new full-time staff employees; this training is currently conducted virtually. The Company's EEO Policies, which include "Preventing Sexual Harassment in the Workplace" and "Anti-Harassment/Discrimination" policies are reviewed with all new employees.</p>