

EEO PUBLIC FILE REPORT

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

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

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

EEO Contact Information for Unit Member:

Mailing Address: 5233 Bridge Street Fort Worth, Texas 76103	Telephone Number: 817-451-1111
	Contact Person: Leslie Garrett- Human Resources
	E-mail Address: lgarrett@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 Hire
Producer	1; 74-75	Internal
Producer	1-55; 73-77	CBS Career Site
Producer	1-55; 73-77	CBS Career Site
Producer	1-55; 69; 73-77	CBS Career Site
Associate Producer	1-55; 69; 73-77	Internal
Producer	1-55; 69; 73-77	Internal
Producer	1-55; 69; 73-77	Referral
Multi Media Journalist	1-55; 69; 73-77	Indeed

II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

CODE	RECRUITMENT SOURCE	ADDRESS	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1	Internal Staff/ Promotions/ Transfers	www.totalrewards.viacomcbs.com	N	6
2	ViacomCBS Career Site	www.viacomcbs.com/careers	N	25
Postings Via Direct Employer- Sourcing via Applicant Tracking Software:				
3	African American	https://africanamerican.dejobs.org/	N	
4	AfricanAmericanJobsite.com	http://www.africanamericanjobsite.com/	N	
5	AsianAmericanJobsite.com	http://www.asianamericanjobsite.com/	N	
6	The Black Perspective	https://blackperspective.com/career-search-engine/	N	
7	Campus Pride	http://campuspride.jobs	N	
8	Direct Employers Diversity	https://diversity.dejobs.org	N	
9	Diversityworkers.com	http://www.diversityworkers.com	N	
10	Hispanic American	https://hispanicamerican.dejobs.org/	N	
11	HispanicJobsite.com	http://www.hispanicjobsite.com	N	
12	Hispanic Today	https://hispanic-today.com/career-search-engine/	N	
13	Jobs4Women.net	http://www.jobs4women.net	N	
14	Latino American	https://latinoamerican.dejobs.org	N	
15	Lgbtjobsite.com	http://www.lgbtjobsite.com	N	
16	LGBTQ	https://lgbtq.dejobs.org/	N	
17	Minority	https://minority.dejobs.org/	N	
18	Native American	https://nativeamerican.dejobs.org	N	
19	RetiredStars.com	http://www.retiredstars.com	N	
20	SeniorJobsNetwork.com	http://www.seniorjobsnetwork.com	N	
21	Way Finders Careers	http://wayfinderscareers.com	N	
22	Women	https://women.dejobs.org	N	
23	Women For Hire	http://jobs.womenforhire.com	N	
24	Women in Business and Industry.com	https://wib-i.com	N	
25	Jobs4Women.net	http://www.jobs4women.net	N	
26	Allsup Employment Services	https://disability.dejobs.org/allsup-disability-partner/	N	
27	Direct Employers Disability	https://disability.dejobs.org	N	
28	Disabled Veterans	https://disabledveterans.dejobs.org/	N	
29	Easter Seals	https://easterseals.dejobs.org	N	
30	Enable America	https://enableamerica.dejobs.org	N	
31	Land A Job	http://jobs.landajob.org/	N	
32	National Multiple Sclerosis Society	https://nationalmssociety.dejobs.org	N	
33	Our Ability	http://www.ourability.com/	N	
34	The Career Index Plus	http://thecareerindex.com	N	
35	CASY/National Guard Employment Program	https://jobs.msccn.org/usa/jobs/	N	
36	Direct Employers Veterans	https://veterans.dejobs.org	N	
37	Military Spouse	https://militaryspouse.dejobs.org/	N	
38	Military Spouse Corporate Career Network (MSCCN)	https://jobs.msccn.org/usa/jobs/	N	
39	Military Spouse Connections	https://militaryspouseconnection.dejobs.org/	N	
40	Student Veterans Of America	http://studentveteransofamerica.jobs	N	
41	The HER Foundation Inc.	https://honorher.works/	N	
42	USA Cares	https://careers.usacares.org/	N	
43	US Military Pipeline	https://usmilitarypipeline.com/	N	
44	Veteran's Enterprise	https://veteransenterprise.com/career-search-engine/	N	
45	Veterans Job Bank	https://www.vets.gov/employment/job-seekers/search-jobs	N	
46	VeteranJobSite.com	http://www.veteranjobsite.com/	N	

47	Vet jobs	https://jobs.vetjobs.org/	N	
48	Work In Texas Veterans (Texas State Workforce)	http://workintexas-veterans.jobs/	N	
49	State of Texas	https://www.workintexas.com/vosnet/Default.aspx	N	
50	Indeed	www.indeed.com	N	3
51	Juju	http://www.job-search-engine.com/	N	
52	The Ladders	http://TheLadders.com/	N	
53	LinkedIn	https://www.linkedin.com/	N	2
54	Zippia.com	https://www.zippia.com	N	
55	Ziprecruiter.com	https://www.ziprecruiter.com/	N	
Manual Postings:				
56	Southern Methodist University	www.smu.edu	N	
57	Hispanic Communicators of Dallas/Fort Worth	www.dfwhispanic.org	N	
58	Fort Worth Metropolitan Black Chamber of Commerce	www.fwmbcc.org	N	
59	Fort Worth Hispanic Chamber of Commerce	www.fwhcc.com	N	
60	Tarrant County College-NE Campus	www.tccd.edu	N	
61	University of North Texas	www.unt.edu	N	
62	American Broadcasting School	www.radioschool.com	N	
63	Texas Christian University	www.tcu.edu	N	
64	The Art Institute of Dallas	www.aii.edu	N	
65	University of Texas at Arlington	www.uta.edu	N	
66	University of Texas at Dallas	www.utdallas.edu	N	
67	Dallas Morning News	www.dallasnews.com	N	
68	Fort Worth Star Telegram	www.star-telegram.com	N	
69	Texas Association of Broadcasters	www.tab.org	N	
70	TV Jobs	www.tvjobs.com	N	
71	Spot N' Dots	www.spotsndots.com	N	
72	Rick Gevers	www.rickgevers.com	N	
73	Talent Agents	n/a	N	
74	Industry	n/a	N	
75	Employee Referral	n/a	N	3
76	Job Board/ Social Media	n/a	N	6
77	Non-Employee/Previous Employee Referral	n/a	N	

TOTAL INTERVIEWEES FOR THE 12-MONTH PERIOD

45

III. Supplemental Recruitment Measures.

(a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
NABJ / NAHJ 2020 Virtual Convention. As proud Platinum Sponsors, the CBS presence is strong with valuable participation in panels, workshops, Career Fair, and a Virtual Photo Booth. Attendees had the opportunity to meet hiring managers to discuss job opportunities.	8/05/2020- 8/07/2020	Laurie Passman, VP/News Director

(b) Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Internship program was halted as reporting period began. Unable to continue program as only essential workers were allowed to be at the station due to COVID-19 Pandemic.		

(c) Participation in Events.

Description of Measure:	Date:	Personnel Involved: (Name and Position)
<p>Career/ Education Speak to students and members of the community to educate them about the importance of education and what their journey was like getting into broadcast. Typically, each explain what role they play in the Industry and encouraged the students and community members to learn and discover what they want to do and what opportunities are available. Some have special presentations including weather experiments.</p> <p>Big Brothers/Big Sisters Black Tie Gala Tri- Delta Sorority IDEA Achieve Academy Southern Methodist University Sea Scout Troop Chandler Elementary Kansas State University United Way- Maple Lawn Elementary WA Porter Elementary University of North Texas University of North Texas- Sports Broadcasting Class</p>	<p>11/7/2020 6/25/2020 2/4/2021 2/4/2021 2/23/2021 2/25/2021 3/2/2021 3/2/2021 3/4/2021 3/22/2021 3/31/2021</p>	<p>Karen Borta- Anchor Karen Borta- Anchor Jeff Ray-Meteorologist Mike Lozano- Photojournalist Jeff Ray- Meteorologist Jeff Ray- Meteorologist Katie Johnston- Digital Anchor Steve Pickett- Reporter Jeff Ray- Meteorologist David Hershey- Creative Services Director Dandy Killeen-Sports Director</p>

(d) Training Personnel

Description of Measure:	Personnel Involved: (Name and position)	Describe Training:
Train Hiring Managers in the recruitment process (Ongoing)	Leslie Garrett- Human Resource Manager, Department Heads, and all Hiring Managers	Train management level personnel as to methods for ensuring equal employment opportunity and preventing discrimination.
New Hire Orientation Meetings - Company EEO and Anti-Harassment Policy Dissemination and Review (Ongoing)	Leslie Garrett- Human Resource Manager	Present and review information with all staff employees about our commitment to equal employment opportunities, and preventing harassment in the workplace.
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)	Distributed to all current employees every other year and new hires upon start.	Course 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.
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.	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.	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 available in the Policy Guide which is accessible to all ViacomCBS Employees on the Total Rewards internal website portal.
Maintaining a Respectful Workplace at KTVT - Presentation by Corporate Legal Team (December 2020)	Andy Siegel-SVP General Counsel Zach Abella- VP Assistant General Counsel Elizabeth Dunn-Assistant General Counsel Gary Schneider- President/ General Manager Leslie Garrett- Human Resource Manager All Full Time Staff and Per Diem Employees	Training to ensure all employees are Informed of our Non- Discrimination and Anti-Harassment Policies. Understanding the laws to protect each employee, prohibited conduct, complaint procedures, and our policy on no retaliation. Case studies discussed and encouraged employees to ask questions.

(e) Skill Advancement Training

Description of Measure:	Personnel Involved: (Name and position)	Describe Training:
LinkedIn Learning, Get Abstract, and Brainstorm	Available to All Full Time Employees	Training programs available to all Full Time Staff Employees designed to enable station personnel to acquire skills that could qualify them for higher level positions.
Mentoring+	Available to All Full Time Employees	Program to build a lasting relationship while working on a development goal of choice. Mentoring+ provides new insight & fresh perspectives for both mentees & mentors equipping employees with skills and learning that prepare them for career advancement.
Goal Setting and Performance Feedback	Available to All Full Time Employees	Performance Development Program for Employees to drive meaningful and ongoing conversations about impact and growth. Employees establish goals that are clear, high-impact and aligned to priorities and receive feedback from Managers to proactively assist them in their career development.