

## EEO PUBLIC FILE REPORT

**This Report covers full-time vacancy recruitment data for the period April 01, 2016 to March 31, 2017.**

**1) Employment Unit: CBS Broadcasting, Inc./Philadelphia Television Station, Inc.**

**2) Unit Members (Stations and Communities of License): KYW-TV; WPSG-TV**

**3) EEO Contact Information for Unit Member:**

Mailing Address: 1555 Hamilton Street Philadelphia, PA 19130	Telephone Number: (215) 977-5571
	Contact Person: Paul Marrero: Human Resource Manager
	E-mail Address: Marrero@cbs3.com

**I. FULL TIME VACANCIES DURING REPORTING PERIOD – Jobs Filled  
(See Master Recruitment Source List for recruitment source data)**

<b>Job Title</b>	<b>Recruitment Source Notified of Job Vacancy</b>	<b>Recruitment Source of Hire</b>
Assistant Digital Content Producer	1 – 58	57
Assistant Digital Content Producer	1 – 58	58 Internal Promotion
Reporter	1 – 58	57
Producer	1 – 58	57
Photographer	1 – 58	58 Internal Promotion
Photographer	1 – 58	57
Editor	1 – 58	58 Internal Promotion
Assignment Editor	1-58	58 Internal Promotion
Digital Content Producer	1-58	58 Internal Promotion
Managing Editor Digital Content	1-58	58 Internal Promotion
Producer	1-58	57
Assignment Editor	1-58	58 Internal Promotion
Reporter	1-58	58 Internal Promotion
Photographer	1-58	57
Assistant Digital Content Producer	1-58	57
Reporter	1-58	57
Sales & Marketing Coordinator	1-58	57

## II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

COD E #	RECRUITMENT SOURCE	ADDRESS	CONTACT	PHONE	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1.	PA CareerLink Philadelphia North	Philadelphia , PA 19123	joabell@pa.gov	EMAIL	N	
2.	Burlington County One-Stop Career Center	795 Woodlane Road, Westhampton NJ	henry.bass@dol.state.nj.us	609-518-3905	N	
	Camden County One-Stop Career Center 03	2600 Mount Ephraim Avenue Suite 102, Camden NJ 08104	geoffrey.taylor@dol.state.nj.us	856-614-3156	N	
3.	Delaware County Community College CareerLink	901 S. Media Line Road, Media, PA 19063	maryfergus@pa.gov	610-723-6007	N	
4.	Fox Valley One Stop Career Center	4425 N MARKET ST, WILMINGTON DE 19802	allen.jones@state.de.us	302-761-6634	N	
5.	Gloucester County One-Stop Career Center	215 Crown Point Road, Thorofare NJ 08086	edwin.morgan@dol.nj.gov	856-384-3779	N	
6.	PA CareerLink Philadelphia Northeast	3210 Red Lion Road, Philadelphia PA 19114	cathemille@pa.gov	215-632-6053	N	
7.	PA CareerLink Bucks County - Bristol	1260 Veterans Highway, Bristol PA 19007	rbates@pa.gov	215-781-1086	N	
8.	PA CareerLink Delaware County	701 Crosby Street Suite B, Chester PA 19013	maryfergus@pa.gov	610-447-3173	N	
9.	PA CareerLink Montgomery County	1855 New Hope St, Norristown PA 19401-	roberclar@pa.gov	610-270-3428	N	
10	PA CareerLink Northwest	235 West Cheltenham Avenue, Philadelphia PA	hchandra@pa.gov	267-339-0334	N	
11	ASPIRA	Alfredo Calderon	4322 North 5 <sup>th</sup> Street, 3 <sup>rd</sup> Floor Philadelphia, PA 19140	(215) 455-1300	Y	
12	Community Women's Education Project	Dawn Williams	2801 Frankford Avenue Philadelphia, PA 19134	(215) 426-2200	Y	
13	Congreso	Brenda Brewington	216 W. Somerset St. Philadelphia, PA 19123	(215) 763-8870	Y	
14	Concillio	Patricia Soria	705-09 North Franklin Street Philadelphia, PA 19123	(215) 627-3100	Y	
15	Delaware City Office of Employment & Training	Mike Caputo	9 South 69 <sup>th</sup> Street, 3 <sup>rd</sup> Floor Upper Darby, PA 19082	(610) 713-2200	Y	
16	Greater Phila Urban Affairs	Jerry Mitchell	1207 Chestnut Street, 4 <sup>th</sup> Floor Philadelphia, PA 19107	(215) 851-0110	Y	

	Coalition					
17	Mayor's Commission on Aging	Pat West	100 South Broad Street, 4 <sup>th</sup> Floor Philadelphia, PA 19110	(215) 686-8450	Y	
18	Mayor's Commission on Latin Affairs	Tom Carter	City Hall, Room 110 Philadelphia, PA 19107	(215) 686-2171	Y	
19	N.A.A.C.P.	Rhonda Williams	1619 West Cecil B. Moore Avenue Philadelphia, PA 19121	(215) 978-7500	Y	
20	Northwest Career Link (formerly PA Job Center)	Mr. Joe West	235 West Chelton Avenue Philadelphia, PA 19144	(267) 339-0312	Y	
21	Opportunity Industrialization Center	Kevin Cafferty	1231 North Broad Street, 4 <sup>th</sup> Floor Philadelphia, PA 19122	(215) 236-7700 x312	Y	
22	Philadelphia Foundation	Phil Arko	1234 Market Street, Suite 1800 Philadelphia, PA 19107-3794	(215) 563-6417	Y	
23	Philadelphia Workforce Development Corp.		1617 JFK Boulevard Philadelphia, PA 19103	(215) 963-2118	Y	
24	Reemployment Transition Center	Danielle Veltri	42 South 15 <sup>th</sup> Street, Suite 1612 Philadelphia, PA 19102	(215) 568-8316	Y	
25	South Philadelphia Career Link	Anielle LeBlanc	930 Washington Avenue Philadelphia, PA 19147-3898	(215) 952-1143	Y	
26	The Team Career Link	Donna Tuteck	701 Crosby Street, Suite B Chester, PA 19013-6096	(610) 447-1493	Y	
27	Urban League	Michael Walker	1818 Market Street, 20 <sup>th</sup> Floor Philadelphia, PA 19103-1600	(215) 985-3220	Y	
28	Women In Transition	Human Resources	21 South 12 <sup>th</sup> Street, 6 <sup>th</sup> Floor Philadelphia, PA 19107	(215) 564-5301	Y	
29	Councilwoman Jannie L. Blackwell		City Hall, Room 408 Philadelphia, PA 19107-3290	(215) 686-3418 (215) 686-3419	Y	
30	The Association for Women in Communications		3337 Duke Street Alexandria, VA 22314	(703) 370-7436	Y	
31	Asian American Journalists Association		1182 Market Street, Suite 320 San Francisco, CA 94102	(415) 346-2051	Y	
32	American Women In Radio and Television National Headquarters		1760 Old Meadow Road Suite 500 McLean, VA 22102	(703) 506-3290	Y	
33	National Sales Network NY/NJ Metro Chapter		1402 Teaneck Road PMB #138 Teaneck, NJ 07666	(212) 591-0164	Y	
34	National Sales Network Philadelphia Chapter		P.O. Box 8254 Philadelphia, PA 19101	(215) 604-4327	Y	
35	National Sales Network Washington DC/ Baltimore Chapter		2117 L. Street NW Suite # 317 Washington, DC 20037	(202) 331-4407	Y	
36	Bryn Mawr College	Sharon Powers	101 N. Merion Ave, Bryn Mawr, PA 19010	(610) 526-5174	Y	
37	York County Career Link	Steven Wantz	841 Vogelsong Road York, PA 17404-1397	(717) 767-5709	Y	

38	Cheyney University Career Services	Milt Colston	Cheyney & Creek Roads Cheyney, PA 19319-0200	(610) 399-2033	Y	
39	Connecticut School of Broadcasting	Hope Willis	One Cherry Hill Suite 203 Cherry Hill, NJ 08002	(856) 755-1200	Y	
40	Delaware County Comm. College	Jane Lang	901 South Media Line Road, Media, PA 19063	(610) 359-5331	Y	
41	LaSalle University Career Planning & Development	Lou LaMorte	1900 West Olney Ave Philadelphia, PA 19141	(215) 951-1075	Y	
42	MSC 186 Lincoln Univ. Career Center	Brenda Neal	PO Box 179 Lincoln University, PA 19352		Y	
43	Metropolitan Career Center	Employment Services	162 West Chelton Ave Philadelphia, PA 19144	(215) 843-6615	Y	
44	Montgomery County Community College	Eileen Dogherty	PO Box 400, 34 Dekalb Pike, Blue Bell, PA 19422-0796	(215) 641-6567	Y	
45	Montgomery City Comm. College/New Choices	Nancy Gazan	340 DeKalb Pike Blue Bell, PA 19422	(215) 619-7406	Y	
46	Drexel University Steinbright Career Development Center	Jennifer Rubin	3201 Arch Street, Suite 250, Philadelphia, PA 19104	(215) 895-1020	Y	
47	Harcum Junior College Career Center	Director's Office	Montgomery & Morris Avenues Bryn Mawr, PA 19010	(610) 526-6032	Y	
48	Pennco Tech Placement Department	Eric Maister	99 Erial Road, Blackwood, NJ 08012	(215) 223-2610	Y	
49	Philadelphia Community College Job Placement	Tarsha Scovens	1700 Spring Garden Street Philadelphia, PA 19130	(215) 751-8494	Y	
50	Rutgers University Career Placement	Carol Young	326 Penn Street Camden, NJ 08102	(856) 225-6046	Y	
51	St. Joseph's University Career Center	Terry Barth	5600 City Avenue Philadelphia, PA 19131-1395	(610) 660-3021	Y	
52	Pierce College Placement Office	Sabrina Smith	1420 Pine Street Philadelphia, PA 19102	(215) 670-9278	Y	
53	Temple University Career Dev. Services	Tracy Flemming	1913 N. Broad Street Mitten Hall 2 <sup>nd</sup> Fl. Philadelphia, PA 19122-6092	(215) 204-4461	Y	
54	University of Pennsylvania Career Services	Pat Rose	3718 Locust Walk Suite 20 McNeil Bldg. Philadelphia, PA 19104-6209	(215) 898-4827	Y	
55	Villanova University Career Services	B.J. Cornell	800 Lancaster Ave Corr Hall Villanova, PA 19085-1699	(610) 519-4065	Y	
56	West Chester University Career Dev.	Darlene Kimber	Lawrence Bldg. Room 106 West Chester, PA 19383	(610) 436-2501	Y	
57	CBS Career Site		Cbsphilly.com/tvjobs		N/A	264
58	CBS Internal Career Site		Internal posting		N/A	10

**III. Hiree Recruitment Source Summary.** List the Recruitment Source that referred the Hiree for each full-time vacancy during the preceding year.

**Name of Hiree**

**Name of Recruitment Source**

(1)	CBS Career Site
(2)	CBS Internal Promotion
(3)	CBS Career Site
(4)	CBS Career Site
(5)	CBS Internal Promotion
(6)	CBS Career Site
(7)	CBS Internal Promotion
(8)	CBS Internal Promotion
(9)	CBS Internal Promotion
(10)	CBS Internal Promotion
(11)	CBS Career Site
(12)	CBS Internal Promotion
(13)	CBS Internal Promotion
(14)	CBS Career Site
(15)	CBS Career Site
(16)	CBS Career Site
(17)	CBS Career Site

**IV. Total # of Interviewees Referred by Each Source:** For the period from April 1, 2016 to March 31, 2017, this Employment Unit interviewed Two Hundred seventy four (274) interviewees for full time and part time job vacancies.

<u>Recruitment Source</u>	<u>Number of Interviewees Referred</u>
(1) CBS Career Site	264
(2) Internal Candidate	10

**V. Supplemental Recruitment Measures.**

**(a) Job Fairs.**

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
1. Professional Diversity Career Fair May 3, 2016 11:00am-2:00pm Pennsylvania Convention Center KYW-TV, KYW-AM Radio, and CBSPhilly.com aired spots promoting the event.	May 03, 2016	Paul Marrero: Television Human Resources Manager Lisa Morton: Radio Human Resources

**(b) Internship**

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
1. Notices of KYW-TV / WPSG-TV Paid Internship Program are mailed to Colleges, Universities and trade schools in Pennsylvania and New Jersey quarterly. In addition, details about our spring, summer and fall Internship Programs are also listed on our website cbsphilly.com/tvjobs. Primarily, participants major in Communications, Broadcasting or Journalism. The program is also open to those who major in English, History, Political Science fine Art, Marketing and related areas. Interns can join the News, Creative Services, Sales, Art, Research, and Communications departments for a semester of fun and learning.	Six (6) Interns selected for May 16- July 23, 2016. Five (5) interns selected for September 12- November 19, 2016, Two (2) interns selected for January 23-March 31, 2017	Paul Marrero: Human Resource Manager All Department Heads and sub managers
2. NEWS APPRENTICESHIP PROGRAM: CBS The Program exposes candidates to the various disciplines of broadcast journalism from the assignment desk to newscast writing and producing, promotion writing, news editing to special projects. Apprentices work side by side with News Department professionals, learning their craft and gaining valuable experience and knowledge. This is truly a unique opportunity for a recent college graduate who has a serious interest in pursuing a career in TV News. We seek individuals who are looking to develop strong newsroom leadership skills and have an ultimate goal to be part of a Newsroom management team.	Applications were accepted at the beginning of June 2016. One apprentice was selected for the program	John Wilson : Assistant News Director
3. Emma L. Bowen Foundation. The Emma L. Bowen Foundation was created in 1989 to prepare minority youth for careers in the media industry. The Foundation's program is unlike traditional intern programs in that students work for partner companies during summers and school breaks from the summer following their junior year in high school until they graduate from college. During the five-year program, students have an opportunity to learn many aspects of corporate operations and develop company-specific skills.	Station hosted one Emma Bowen intern June 13, 2016 – August 08, 2016	John Wilson: Assistant New Director Paul Marrero: Human Resource Manager

Corporations have an opportunity to train and mentor students with the option of fulltime employment upon completion of their college degrees		
4. WorkReady Summer Internship: The Philadelphia Youth Network's vision is that all of our city's young people take their rightful places as full and contributing members of a world-class workforce for the region. We're pursuing this vision by making connections between individuals, organizations and systems to provide the preparation needed for our city's youth to thrive in a regional and global economy. Students are placed in various departments based on needs that match the student's strength and skill set.	Station hosted one Work Ready Intern 07/05/2016– 08/12/2016	Paul Marrero: Human Resource Manager

**(c) Participation in Events.**

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
The Root's Young, Female and Fabulous: Panel discussion focused on career and life advice, followed by audience Q&A and networking reception.	September 28, 2016	Brooke Thomas: Anchor/Reporter
Hardy Williams High Mock Interviews: 100 plus 10 <sup>th</sup> grade student participated in interview skills coaching with various industries to prepare for internship interviews in January 2017	December 07, 2016	Ukee Washington: Anchor
Acel Moore High School Journalism Workshop: Hands-on program seeks to introduce Philadelphia-area high school students to the field of journalism. 801 Market street, Phila, Pa	February 11, 2017	Rahel Solomon: Anchor/Reporter

**Training Management Personnel.**

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
<b>Eye on Ethics Privacy By Design:</b> Each full time employee is required to review and complete best practice training focused on safeguarding personal and company data and appropriate use. CBS Privacy by Design best practices training provided online through the <i>CBS Eye on Ethics</i> website.	All Full-Time Employees April 2016	Web based question and answer training
<b>CBS Anti-Corruption and Bribery Policy.</b> Each full time employee is required to review and complete best practice training focused on CBS policy to conduct all of our business in an honest and ethical manner, and in full compliance with all applicable laws. We take a strict zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate in the world. Accordingly, we have established and are committed to enforcing effective systems to counter bribery and corruption. CBS Anti-Corruption and Bribery Policy best practices training provided online through the <i>CBS Eye on Ethics</i> website.	All Full-Time Employees July 2016	Web based question and answer training
<b>Business Conduct Statement.</b> BCS reflects new laws and regulations and to reaffirm our commitment to the highest standards of business ethics and workplace behavior. Each full time employee is to review the updated 2012 BCS and complete the Employee and Director Certification ("Certification") online through the <i>CBS Eye on Ethics</i> website.	All Full-Time Employees October 2016	Web based question and answer training

<p><b>Information Security Awareness:</b> Effective security continues to be a key component of how CBS operates as a company. Whether we are strengthening systems to protect our content and broadcasts, enforcing controls on how vendors manage our data or responding to sophisticated cyberattacks, protecting company, customer and employee information is critical to our success. Each full time employee is required to review and complete a best practice information security awareness training course. The course covers a range of important issues, from password best practices to how to recognize malicious emails.</p>	<p>All Full-Time Employees December 2016</p>	<p>Web based question and answer training</p>
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