# EEO PUBLIC FILE REPORT

**This Report covers full-time vacancy recruitment data for the period August 1, 2017 to July 31, 2018.**

**1) Employment Unit: CBS Broadcasting Inc.**

2) Unit Members (Stations and Communities of License): WBBM-TV Chicago, IL

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

|  |  |
| --- | --- |
| Mailing Address:  22 W Washington  Chicago, IL 60602 | Telephone Number:  312-899-2041 |
| Contact Person:  Ron Damron |
| E-mail Address:  rdamron@cbs.com |
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1. **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** |
| Inventory Analyst | Internal Posting - 10 | 10 |
| President/General Manager | CBS HQ Talent Acquisition Team | 10 |
| Art Director | 1-45 | 10 |
| Inventory Analyst | 1-45 | 4 |
| VP Director of Sales | 1-45 | 4 |
| Web Producer | 1-45 | 4 |
| VP News Director | CBS HQ Talent Acquisition Team – 1-45 | 4 |

1. **MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD**

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| --- | --- | --- | --- | --- | --- | --- |
| **CODE #** | **RECRUITMENT SOURCE** | **ADDRESS** | **CONTACT** | **PHONE** | **REQUESTED NOTIFICATION (Y/N)** | **NUMBER OF INTERVIEWEES REFERRED** |
| 1 | Anixter Center | 2032 North Clyborn  Chicago, IL 60614 | Andrew Fernandez | - | No | 0 |
| 2 | Asian Human Services | - | - | FAX  773.728.4751 | No | 0 |
| 3 | Association for Women Journalists | 435 North Michigan Avenue  Chicago, IL 60610 | Cristi Kempf | - | No | 0 |
| 4 | Avature / Online Career Portal Posting (Job Syndication Alliances) | https://cbs.avature.net/cbstvscareers | Tess Kossow | CBS Online Career Portal | Yes | 32 |
| 5 | Back of the Yards Neighborhood Council | - | Career Services | Email  [egarcia@bync.org](mailto:egarcia@bync.org) | No | 0 |
| 6 | Benedictine University | - | Career Development | Email  [career@ben.edu](mailto:career@ben.edu) | No | 0 |
| 7 | Bethel New Life | 4950 W. Thomas, Chicago, IL 60651 | Janice Spencer | 773-473-7870 | Yes | 0 |
| 8 | California Chicago News Media Association | - | USC School of Journalism | Email  [ccnmainfo@ccnma.org](mailto:ccnmainfo@ccnma.org) | No | 0 |
| 9 | California Indian Manpower Consortium | - | - | FAX  773.271.3729 | No | 0 |
| 10 | CBS Employee / Internal / Referral | CBS | - | CBS Online Career Portal Outreach | Yes | 7 |
| 11 | Chicago Association of Black Journalists | 190 N State Street Chicago, IL 60601 | Career Services | 312-409-9392 | No | 0 |
| 12 | Chicago Chinatown Chamber of Commerce | 2169 B S. China Pl., Chicago, IL 60615 | Jimmy Lee | 312-326-5320 | Yes | 0 |
| 13 | Chinese Mutual Aid Association | 1016 W Argyle Street Chicago, IL 60640 | Romy Arrieta | 773-784-2900 | No | 0 |
| 14 | Concordia College | [Career.services@CUChicago.edu](mailto:Career.services@CUChicago.edu) | Career Services | - | No | 0 |
| 15 | Community Renewal Society | 111 W Jackson Blvd – Suite 820  Chicago, IL 60604 | - | - | No | 0 |
| 16 | DelCareer Services Jen Job Corps | 3348 S Kedzie Ave Chicago, IL 60643 | - | - | No | 0 |
| 17 | Denison University | 100 East College Street, Granville, OH 43023-0713 | Career Services | - | Yes | 0 |
| 18 | Office of Career Services  Governors State University | One University Parkway, University Park, IL 60466  [career@govst.edu](mailto:career@govst.edu) | Loretta Haddox | 708-235-3974 | Yes | 0 |
| 19 | Harold Washington College | 30 East Lake Street, Room 203-A  Chicago, IL 60601 | Career Planning & Placement Center | 312-553-3000 | No | 0 |
| 20 | Hispanic Association of Colleges and Universities | jobpost@hacu.net | Career Services | 202-467-0893 | Yes | 0 |
| 21 | Hispanic Social Services | 1343 N California Chicago, IL 60622 | - | - | No | 0 |
| 22 | Illinois Dept of Human Services | 401 S Clinton St  Chicago, IL 60607 | Career Services | 312.814.4392 | No | 0 |
| 23 | IIT Stuart Graduate School of Business | - | - | FAX  312.906.6549 | No | 0 |
| 24 | IRTS-International Radio & Television Society Foundation, Inc. | 1697 Broadway, 10th Floor  New York, NY 10019 | Career Services | - | Yes | 0 |
| 25 | Japanese American Society | [kono@jaschicago.org](mailto:kono@jaschicago.org) | Satoko Ogi | - | No | 0 |
| 26 | John H. Johnson School of Comm. Howard University | C.B. Powell Building, Howard University, 525 Bryant Street N.W., Washington, DC 20059 | Career Services | - | Yes | 0 |
| 27 | Joint Civic Committee on Italian Americans | 3800 W. Division St. , Stone Park, IL 60165 | - | - | No | 0 |
| 28 | Latino for Progress Institute | 2570 S Blue Island Chicago, IL 60608 | Nancy Morales-Cruz | - | No | 0 |
| 29 | Mayor’s Office for People with Disabilities | City of Chicago, City Hall Rm. 1104, 121 N. LaSalle St., Chicago, IL 60602 | Career Services | - | Yes | 0 |
| 30 | Moraine Valley Community College | 9000 W. College Pkwy., Palos Hills, IL 60465 | Career Services | - | Yes | 0 |
| 31 | Native American Journalists Association | 555 Dakota Street, Media Center  Vermillion, SD 57069 | Kim Baca | - | No | 0 |
| 32 | National Organization for Women | [cnowweb@yahoo.com](mailto:cnowweb@yahoo.com) | Career Services | - | No | 0 |
| 33 | North Park University | [chands@Northpark.edu](mailto:chands@Northpark.edu) | - | - | No | 0 |
| 34 | Northwestern University  Medill School of Journalism | Fisk Hall, Room 107, 1845 Sheridan Rd. Evanston, IL 60208 | Diep Duong | - | Yes | 0 |
| 35 | Oakton Community College | 1600 E Golf Road Des Plaines, IL 60016 | Career Services | - | No | 0 |
| 36 | Rainbow/PUSH Coalition | mmckinnonprice@rainbowpush.org | Career Services | - | Yes | 0 |
| 37 | Robert Morris College | [careerservices@robertmorris.edu](mailto:careerservices@robertmorris.edu) | Career Services | - | Yes | 0 |
| 38 | Society of Professional Journalists | 3909 N Meridian Street  Indianapolis, IN 46208 | Career Services | - | Yes | 0 |
| 39 | Solutions By Chandra, LLC | [chandra@SolutionsByChandraLLC.com](mailto:chandra@SolutionsByChandraLLC.com) | Chandra L. Gary | - | Yes | 0 |
| 40 | Southern Illinois University | [postjobs@siu.edu](mailto:postjobs@siu.edu) | Career Services | - | Yes | 0 |
| 41 | Trilogy, Inc. | 1400 West Greenleaf, Chicago, IL 60626 | Career Services | 773-508-6100 | Yes | 0 |
| 42 | University of Chicago | dsiegler@uchicago.edu | - | - | Yes | 0 |
| 43 | University of Illinois Urbana/Champaign Dept of Journalism | 1800 S 1st Street Champaign, IL 61820 | Career Services | - | Yes | 0 |
| 44 | University of Iowa | 310 Pomerantz Center Iowa City ,IA 52242 | Career Services | - | Yes | 0 |
| 45 | NAHJ | josebaltierraiii@gmail.com | Jose Baltierra | - | Yes | 0 |

**TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD 39 (includes Hirees)**

1. **Supplemental Recruitment Measures.**
2. **Job Fairs.**

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| Description of Recruitment Measure: | Date: | Personnel Involved:  (Name and Position) |
| 1. **Loyola University Chicago’s School of Communication Career Fair**   Career fair open to students and alumni.  Location: Chicago, IL | February 6, 2018 | Alice Keefe – Desk Assistant |
| 1. **2018 Elmhurst College Career Fair**   Career fair open to students and alumni.  Location: Elmhurst, IL | March 6, 2018 | Tess Kossow – Human Resources Manager |
| 1. **NAHJ – NABJ Chicago Job Fair**   Career fair open to journalism professionals and students.  Location: Chicago, IL | April 28, 2018 | Dorothy Tucker – Reporter  Carly Luque – Assignment Editor  Rebecca McCann – Executive Producer  Raul Moreno – Assignment Editor |

1. **Internship**

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| --- | --- | --- |
| Description of Recruitment Measure: | Date: | Personnel Involved:  (Name and Position) |
| 1. **Station internship program**. For college students only; college credit (may be) given and wages are received. Highest participation in summer, but year-round availability. Managed by Human Resources, but interns may be in any department. | Ongoing | Deidra White – News Planning Manager  Marda LeBeau – EP Specials/Investigative  Jeff Harris – News Director  John Dodge – EP Digital Media  Tom Schnecke – VP Engineering  Krista Ruch – EP Sports  Shawnelle Richie – Director of Community Services  Robert Breen – Director of Sales  Vicki Bouchard – Director of Creative Services  Derek Dalton – General Manager  Tess Kossow – Human Resources Manager |
| 2. **Emma Bowen Foundation Internship**. Internship for one college student selected through the Emma Bowen Foundation to work at the station throughout their college experience. Station matches the student’s Emma Bowen Foundation Scholarship fund, as well. | Ongoing | Derek Dalton – General Manager  Tess Kossow – Human Resources Manager  Jeff Harris – News Director  Tom Schnecke – VP Engineering  Robert Breen – Director of Sales  Shawnelle Richie – Director of Community Services  Deidra White – News Planning Manager  Krista Ruch – EP Sports |
| 3. **CTS News Apprenticeship Program.** Six month engagement for 2017 college graduates interested in behind the scenes editorial opportunities or news management. | Summer 2017 | Marty Wilke – General Manager  Tess Kossow – Human Resources Manager  Jeff Kiernan – News Director  Deidra White – News Planning Manager |

1. **Participation in Events.**

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| --- | --- | --- |
| Description of Recruitment Measure: | Date: | Personnel Involved:  (Name and Position) |
| 1. Career Day  Organization: Illinois Media School  Location: Chicago, IL | 8/23/17 | Lauren Victory – Reporter |
| 2. Career Day  Organization: Concordia University  Location : River Forest, IL | 9/1/17 | Suzanne Le Mignot – Anchor / Reporter |
| 3. Career Day  Organization: Illinois Media School  Location: Chicago, IL | 10/20/17 | Lauren Victory - Reporter |
| 4. Career Day  School District 162  Location: Olympia Fields, IL | 12/6/17 | Raleshia Brumfield – Executive Assistant |
| 5. Martin Luther King Scholarship Breakfast  Rainbow Push  Location: Hyatt Regency Chicago, IL | 1/15/18 | Marty Wilke – President / General Manager  Jeff Kiernan – VP News Director  Shawnelle Richie – Director Community Relations  Suzanne Le Mignot – Anchor / Reporter  Dorothy Tucker – Reporter  Marissa Bailey – Anchor  Audrina Bigos – Reporter  Derrick Young – Reporter  Rebecca McCann – Executive Producer |
| 6. Career Day  Southwest Cook County Cooperative Association for Special Education  Location: Orland Park, IL | 1/26/18 | Tess Kossow – Human Resources Manager |
| 7. Communications & PR Student Event  DePaul University  Location: CBS 2 Chicago Broadcast Center Chicago, IL | 3/2/18 | Marty Wilke – President & General Manager |
| 8. NAHJ National Conference  Location: Miami, FL | 7/19/18-7/22/18 | Carly Luque – Assignment Editor |

1. **Training Management Personnel.**

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| Description of Recruitment Measure: | Date:  (EEO Video shown) | Personnel Involved:  (Name and Position) |
| 1. **Employee Business Conduct Training.** Anti-Discrimination and Anti-Harassment on-line training. All employees are required to complete; verifies that all WBBM-TV employees comply with company policies. | Ongoing | All Station Personnel |
| 2. **Business Conduct Statement.** All Station employees were given a CBS Corporation Business Conduct Statement that outlines policies and rules that apply to Station employees. The on-line signing of the Employee and Director Certification is required from all full-time employees. | Ongoing | All Station Personnel |
| 3. **Department Head Meeting Reviews**. All Department Heads are reminded (at least quarterly) of their responsibilities in EEO Outreach. | Ongoing | Department Heads |
| 4. **Hiring Manager Reminder**. All Hiring Managers are reminded at the time of a job posting of their responsibilities in EEO Outreach. | Ongoing | Hiring Managers |
| 5. **Sexual Harassment.** | Ongoing | All Station Personnel |
| 6. **Unconscious Bias.** | Ongoing | All Station Personnel |