# EEO PUBLIC FILE REPORT

**This Report covers full-time vacancy recruitment data for the period August 1, 2018 to July 31, 2019.**

**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 |
|  | |

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** |
| Account Executive | 1-44 | 3 |
| Digital Sales Manager | 1- 44 | 9 |
| Director | 1- 44 | 3,9 |
| Director Content | 1-44 | 3 |
| Executive Producer | 1-44 | 9 |
| Graphic Artist | 1-44 | 3 |
| Inventory Coordinator | 1-44 | 3 |
| Meteorologist | 1-44 | 9 |
| Newswriter/Producer | 1-44 | 9 |
| Payroll/Human Resources Manager | 1-44 | 3 |
| Photographer 403(g) | 1-44 | 3,9 |
| Producer | 1-44 | 3 |
| Producer/Editor | 1-44 | 3 |
| Reporter | 1-44 | 3,9 |
| Sales Manager | 1-44 | 3 |
| Stagehand | 1-44 | 3 |
| Web Producer | 1-44 | 3,9 |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | Avature / Online Career Portal Posting (Job Syndication Alliances) | https://cbs.avature.net/cbstvscareers  <http://de.nlx.org/pdfs/JobAlliancesList.pdf> | Tess Kossow | CBS Online Career Portal | Yes | 15 |
| 4 | Back of the Yards Neighborhood Council | - | Career Services | Email  [egarcia@bync.org](mailto:egarcia@bync.org) | No | 0 |
| 5 | Benedictine University | - | Career Development | Email  [career@ben.edu](mailto:career@ben.edu) | No | 0 |
| 6 | Bethel New Life | 4950 W. Thomas, Chicago, IL 60651 | Janice Spencer | 773-473-7870 | Yes | 0 |
| 7 | California Chicano News Media Association | - | USC School of Journalism | Email  [ccnmainfo@ccnma.org](mailto:ccnmainfo@ccnma.org) | No | 0 |
| 8 | California Indian Manpower Consortium | - | - | FAX  773.271.3729 | No | 0 |
| 9 | CBS Employee / Internal / Referral | CBS | - | CBS Online Career Portal Outreach | Yes | 12 |
| 10 | Chicago Association of Black Journalists | 190 N State Street Chicago, IL 60601 | Career Services | 312-409-9392 | No | 0 |
| 11 | Chicago Chinatown Chamber of Commerce | 2169 B S. China Pl., Chicago, IL 60615 | Jimmy Lee | 312-326-5320 | Yes | 0 |
| 12 | Chinese Mutual Aid Association | 1016 W Argyle Street Chicago, IL 60640 | Romy Arrieta | 773-784-2900 | No | 0 |
| 13 | Community Renewal Society | 111 W Jackson Blvd – Suite 820  Chicago, IL 60604 | - | - | No | 0 |
| 14 | Concordia College | [Career.services@CUChicago.edu](mailto:Career.services@CUChicago.edu) | Career Services | - | No | 0 |
| 15 | Denison University | 100 East College Street, Granville, OH 43023-0713 | Career Services | - | Yes | 0 |
| 16 | Flashpoint | 28 N Clark Street, 5th Floor  Chicago, IL 60602 | Jennifer Nuoffer | 312-506-0739 | Yes | 0 |
| 17 | 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 |
| 18 | Harold Washington College | 30 East Lake Street, Room 203-A  Chicago, IL 60601 | Career Planning & Placement Center | 312-553-3000 | No | 0 |
| 19 | Hispanic Association of Colleges and Universities | jobpost@hacu.net | Career Services | 202-467-0893 | Yes | 0 |
| 20 | Hispanic Social Services | 1343 N California Chicago, IL 60622 | - | - | No | 0 |
| 21 | IIT Stuart Graduate School of Business | - | - | FAX  312.906.6549 | No | 0 |
| 22 | Illinois Dept of Human Services | 401 S Clinton St  Chicago, IL 60607 | Career Services | 312.814.4392 | No | 0 |
| 23 | IRTS-International Radio & Television Society Foundation, Inc. | 1697 Broadway, 10th Floor  New York, NY 10019 | Career Services | - | Yes | 0 |
| 24 | Japanese American Society | [kono@jaschicago.org](mailto:kono@jaschicago.org) | Satoko Ogi | - | No | 0 |
| 25 | Job Corps | 3348 S Kedzie Avenues Chicago, IL 60643 | Career Services | - | 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 | NAHJ | [Natalie.Martinez@nbcuni.com](mailto:Natalie.Martinez@nbcuni.com)  josebaltierraiii@gmail.com | Natalie Martinez  Jose Baltierra |  | 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 | [karnika@uchicago.edu](mailto:karnika@uchicago.edu) | Kathy Anderson | - | No | 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 |

**TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD 27 (includes Hires)**

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

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| --- | --- | --- |
| Description of Recruitment Measure: | Date: | Personnel Involved:  (Name and Position) |
| 1. **IBA Career Fair at DePaul Loop Campus**   Career fair open to students and alumni.  Location: Chicago, IL | September 28, 2018 | Ron Damron – Controller |
| 1. **Purdue University, Brian Lamb School of Communications**   Career fair open to students and alumni.  Location: Lafayette, IN | January 25, 2019 | John Dodge – Director Digital Content |
| 1. **2019 Elmhurst College Career Fair**   Career fair open to students and alumni.  Location: Elmhurst, IL | March 6, 2019 | Maria Zarco – Payroll/Human Resources Manager |
| 1. **NAHJ – NABJ Chicago Job Fair**   Career fair open to journalism professionals and students.  Location: Chicago, IL | May 4, 2019 | Carly Luque – Assignment Editor  Dorothy Tucker – Reporter  Jeff Harris – VP News Director  Marda LeBeau – Executive Producer  Jim Williams – Anchor/Reporter  Derrick Blakley – Reporter  Mugo Odigwe – Reporter  Yolanda Bindert – Web Producer  Audrina Bigos - Reporter |

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 – Director of Digital Content  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  Maria Zarco – Payroll/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  Maria Zarco – Payroll/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 |

1. **Participation in Events.**

|  |  |  |
| --- | --- | --- |
| Description of Recruitment Measure: | Date: | Personnel Involved:  (Name and Position) |
| 1. Career Day  Organization: Northwestern University School of Communication – Guild Hall  Location: Evanston, IL | 10/25/18 | Tom Schnecke – VP/Director Ops and Engineering |
| 2. Alumni Virtual Mentoring Program  Organization: William Rainey Harper College  Location : Palatine, IL | 4/2019 | Tom Schnecke – VP/Director Ops and Engineering |
| 3. Career Day  Organization: University of Illinois at Urbana-Champaign  Location: Chicago, IL | 02/15/19 | Abel Sanchez - Commercial Sales Producer |
| 5. Martin Luther King Scholarship Breakfast  Rainbow Push  Location: Hyatt Regency Chicago, IL | 1/21/19 | Derek Dalton – President / General Manager  Jeff Harris – VP News Director  Shawnelle Richie – Director Community Relations  Suzanne Le Mignot – Anchor / Reporter  Dorothy Tucker – Reporter  Marissa Bailey – Anchor  Derrick Young – Reporter  Rebecca McCann – Executive Producer |
| 6. The Health Day Leaders Breakfast  Organization: Rainbow Push  Location: Chicago, IL | 7/1/19 | Dorothy Tucker – Reporter |
| 7. Jordan Club Teen Media Program  Organization: Boys & Girls Club of Chicago  Location: Chicago, IL | 7/3/19 | Audrina Bigos - Reporter |
| 8. Career Day  Mannheim Middle School  Location: Melrose Park, IL | 5/10/19 | Abel Sanchez – Commercial Sales Producer |

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. **2018 Information Security Awareness.** | Ongoing | All Station Personnel |