

## EEO PUBLIC FILE REPORT

**This Report covers full-time vacancy recruitment data for the period October 1, 2018 to September 30, 2019.**

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

**2) Unit Members (Stations and Communities of License): WTOG TV- St Petersburg FL**

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

Mailing Address:  365 105 <sup>th</sup> Terrace NE St Petersburg FL 33716	Telephone Number: 727-570-4202
	Contact Person: Maltee Ramlochan
	E-mail Address: mramlochan@wtogtv.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
Account Executive	1-38	32
Sales Assistant	1-38	35
Account Executive	1-38	32
Assistant Chief Engineer	1-38	35
Sales Assistant	1-38	34
Director Broadcast Operations & Engineering	1-38	34
VP General Manager	1-38	Open
Inventory Specialist	1-38	Position Closed

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

CODE #	RECRUITMENT SOURCE	ADDRESS	CONTACT	PHONE	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1	Bethune-Cookman College	640 Mary McLeod Bethune Blvd Daytona Beach FL 32114	Lola Casellas Young Career Counselor	386-481-2167	N	
2	Pinellas Co Urban League	333 31 <sup>st</sup> St N St Petersburg FL 33713	Marshae Scott	727-327-2081	N	
3	St Petersburg College	2465 Drew St Clearwater FL 33765	Mae Knotek Job Placement	727-791-2680	N	
4	St Petersburg Branch NAACP	PO Box 12402 St Petersburg FL 33733	Norman Brown	727-898-3310	N	
5	University of Tampa	401 W Kennedy Blvd Tampa FL 33606-1490	Julia Ruddock Director	813-253-3378	N	
6	University of South Florida	4202 Fowler Ave Tampa FL 33620-7100	Kathleen Rochee	813-974-2591	N	
7	University of South Florida	140 7 <sup>th</sup> Ave S St Petersburg FL 33701-5016	Career Center	727-553-1129	N	
8	Hillsborough Community College	PO Box 31127 Tampa FL 33631	Alisa Keaton	813-253-7008	N	
9	St Petersburg Vo Tech	901 34 <sup>th</sup> St S St Petersburg FL 33711	Dolores Stabile, Career Services	727-893-2500 ext.1085	N	
10	Tampa Bay Workforce Alliance	9215 N Florida Ave. Tampa FL 33612	Jim Wells	813-397-2021	N	
11	Webster College	11201 Corporate Circle N St Petersburg FL 33716	Career Services	727-570-9300	N	
12	Art Institute of Tampa	4401 N Himes Tampa FL 33614	Bruce Mc Cain	888-599-5816	N	
13	Full Sail	3300 University Blvd Winter Park, FL 32792	Dan Severson	844-706-0689	N	
14	St Petersburg College	6605 5 <sup>th</sup> Ave N St Petersburg FL 33710	Kellie Ziemark	727-341-4772	N	
15	Connecticut School of Broadcasting	3901 Coconut Palm Dr. Ste. 105 Tampa FL 33619	Career Services	813-740-0990	N	
16	Emma L Bowen Foundation	30 Rockefeller Plaza, New York, NY 10112	Sandra Rice Director	212-664-3486	N	
17	National Council of La Raza	Raul Yzsaguirre Bldg.1126 16 <sup>th</sup> St NW Ste. 500 Washington DC 20036-4826	Newsletter Editor	202-785-1670	N	
18	Career Source Pinellas	2312 Gulf to Bay Blvd. Clearwater FL 33765	Career Resources	727-524-4344	N	
19	Pasco-Hernando State College	10230 Ridge Rd New Pt Richey FL 34654-5112	Career Resources	727-847-2727	N	
20	Argosy University	1403 N Howard Ave Tampa FL 33607	Career Services	813-393-5290	N	
21	Pinellas Tech College	6100 154 <sup>th</sup> Ave N Clearwater FL 33760	Regina Canton	727-538-7167	N	
22	Lee Hecht Harrison	2701 N Rocky Point Dr. Ste. 980 Tampa FL 33607	Lillie Espinosa	813-872-7700	N	
23	Goodwill Industries of Central Florida	3911 E Colonial Dr. Orlando FL 32803	Job Connection Center	407-872-0770	N	
24	Pinellas Opportunity Council	501 1 <sup>st</sup> Ave N St Petersburg FL 33701	Carolyn King	727-823-4101	N	
25	Florida Memorial University	15800 NW 42 <sup>nd</sup> Ave Miami Gardens FL 33054	Career Services	305-626-3600	N	
26	Ava Maria University	5050 Ava Maria Blvd Ava Maria FL 34142	Career Services	239-280-2500	N	

27	The Baptist College of Florida	5400 College Dr. Graceville FL 32440	Career Services	800-328-2660	N	
28	Beacon College	105 E Main St Leesburg FL 34748	Career Services	855-220-5376	N	
29	Broward College	111 East Las Olas Blvd Ft Lauderdale FL 33301	Career Services	954-201-7350	N	
30	PTEC	6100 154 <sup>th</sup> Ave N Clearwater FL 33760	Regina Canton	727-538-7167	N	
31	Career Builders	Online Job Bank	Website posting via CBS applicant tracking system Avature		N/A	
32	Indeed.com	Online Job Bank	Website posting via CBS applicant tracking system Avature		N/A	8
33	WTOG-CW44 website	365 105 <sup>th</sup> Terrace NE St Petersburg FL 33716	CBS.com/careers	727-576-4444	N/A	4
34	CBS.com/Careers		Website posting via CBS applicant tracking system Avature		N/A	3
35	Internal Employee	CBS Television Stations			N/A	5
36	Linkedin	Online Job Bank			N/A	2
37	Referrals	Non-Employee/Previous Employee Referral			N/A	1
38	<a href="http://de.nlx.org/pdfs/JobAlliancesList.pdf">http://de.nlx.org/pdfs/JobAlliancesList.pdf</a>	CBS Corporation	Post on behalf of CBS for compliance purposes.		N/A	

**TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD**

**23**

### III. Supplemental Recruitment Measures.

#### (A) Participation in Events.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Greg attended the Great American Teach-In at Roland Park K-8 class in Tampa. Greg worked with the Magnet School students to design and produce a :30 second TV spot. Afterwards he took Q & A from all the students about STEM and Broadcasting requirements. There were approximately 40 students in attendance.	11/15/18	Greg Blackburn, Creative Services Supervisor
PTEC Advisory Council Meeting- Greg met with board to discuss moving students into new ideas and Designing creative resume building tapes	11/15/18	Greg Blackburn, Creative Services Supervisor
PTEC Advisory Council Meeting- Greg met with students and Bruce Copeland, PTEC administrator to discuss team building and design technology to help students after graduation.	1/24/19	Greg Blackburn, Creative Services Supervisor
CW44 hosted our 3 <sup>rd</sup> Annual STEM event "Kids Rock Science" Saturday, March 30 <sup>th</sup> from 10-3pm at MOSI. Attendance: 1,200 along with 20 vendors and sponsors. WTOG set up a booth with a green screen to discuss the broadcasting industry with students interested in TV Production.	3/30/19	Greg Blackburn, Creative Services Supervisor Jonathan Harsanje, Art Director Dereck Haupt, Producer/Director Erica Habadant, Producer /Director Kevin Voyer, Producer/Writer Stan Grill, VP/General Manager Mike Kerrigan, Account Executive Diane Palazzo, Account Executive
PTEC Advisory Council Meeting- Greg met with students and Bruce Copeland, PTEC administrator to discuss today's broadcasting conditions and teaching students' creative ways to get interviews.	4/18/19	Greg Blackburn, Creative Services Supervisor
PTEC Advisory Council Meeting- Greg met with students and Bruce Copeland, PTEC administrator to discuss creative editing and better ways to get interview.	8/5/19	Greg Blackburn, Creative Services Supervisor

**(B) Job Fairs.**

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p>WTOG hosted a Lunch and Learn at Concorde Career College. Over 500 attendance, the people came out to see the school as they recruited future employees in the healthcare field. WTOG brought in Jerry Springer to support the cause and also spoke to students about careers in the broadcasting industry.</p>	<p>3/8/19</p>	<p>Greg Blackburn, Creative Services Supervisor</p>
<p>WTOG produced and participated in an on air job fair for Hillsborough County School. Hillsborough County Public Schools is the 8<sup>th</sup> largest district in the nation. Known as one of the largest employers in Tampa Bay with more than 26,000 employees serving approximately 216,000 students. Recently recognized by Forbes as one of America's top employers for new graduates and the only K-12 school district on the list. They are currently seeking individuals who share their mission of preparing students for life.</p>	<p>2/3/19</p>	<p>Greg Blackburn, Creative Services Supervisor Jonathan Harsanje, Art Director Dereck Haupt, Producer/Director Erica Habedant, Producer /Director Kevin Voyer, Producer/Writer</p>
<p>USF Health Insurance Marketplace Enrollment Kick-Off Event held Thursday, 11/1. CW44's involvement in our collective efforts to get individuals educated and enrolled into the Health Insurance Marketplace is invaluable. Greg and Jon attended and also spoke to students about future internship programs at WTOGTV. This is the USF team's 6th year providing Marketplace outreach and enrollment assistance to Floridians and, although we've faced some challenges over these years, Florida has repeatedly led the nation in Marketplace enrollment.</p>	<p>11/1/18</p>	<p>Greg Blackburn, Creative Services Supervisor Jonathan Harsanje, Art Director</p>

**(C) Training Management -Personnel.**

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
<p>Train Hiring Executives in the recruitment process for openings within their departments- (ongoing)</p>	<p>Joseph Kaim, LSM</p> <p>Greg Blackburn, CS Supervisor</p> <p>Michele Calachino, Controller</p> <p>Maltee Ramlochan, Assist Controller/HR</p>	<p>Department heads during the year review the recruitment process, interview techniques and making sure a good mix of qualified candidates are interviewed prior to any hiring decisions. Also they are reminded that we do not tolerate discrimination of any type and all employees are treated fairly and equally with regards to consideration of hiring, promotions and in cases of termination when necessary</p>
<p>CBS Corporation Business Conduct Statement (BCS) , which summarizes the most important policies and that apply to CBS and its employees, including Equal Employment Opportunity, Conflict of Interest and Respect in the Workplace.</p>	<p>Distributed to all current employees and new hires</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 CBS Corporation Business Conduct Statement. (BCS is available via on line at CBS and You Portal). Must be completed by all full time employees on a annual basis and at the time of hire for all new employees.</p>
<p>CBS Corporation Web-Based training modules distributed to all full time and new hire employees covering the CBS Business Conduct Statement, which trains employees on the CBS Television Stations, "important policies and rules that apply to CBS Corporation and its employees and the members of its Board of Directors. This training also helps us maintain a lawful, honest, and ethical environment in our Company CBS Policy Guides include Anti- Corruption policy, CBS Information Security Awareness, Diversity and Inclusion Training: Unconscious Bias and Sexual Harassment: Maintaining a Respectful Workplace.</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".</p>	<p>Online training courses for the purpose of reviewing CBS'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. These policies are outlined in the CBS Human Resource Policy Guide which is accessible to all CBS Employees via online on the CBS and You portal.</p>