**EEO PUBLIC FILE REPORT**

**This Report covers full-time vacancy recruitment data for the period December 1, 2018\_ to November 30, 2019.**

**1) Employment Unit: CBS Television Stations, Inc.**

**2) Unit Members (Stations and Communities of License): KCNC, Denver, Colorado**

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

|  |  |
| --- | --- |
| Mailing Address: KCNC-TV  1044 Lincoln Street  Denver, Colorado 80203 | Telephone Number:  303-830-6531 |
| Contact Person: Bryan Kortum |
| E-mail Address: [bdkortum@cbs.com](mailto:bdkortum@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** |
| Reporter (MMJ) | 1 – 31; 38 – 39; 43 | 39 |
| Digital Sales Manager | 1 – 31; 38 – 39; 43-44 | 44 |
| Controller | 1 – 31; 38 – 39; 43 | 39 |
| Managing Editor | 1 – 31; 38 – 39, 43 | 39 |
| Chief Photographer | 1 – 31; 38 – 39, 43 | 39 |
| Video Editor | 1 – 31; 38 – 39, 43 | 39 |
| Assistant Controller | 1 – 31; 38 – 39, 43 | 37 |
| News Producer | 1 – 31; 38 – 39, 43 | 38 |
| Photojournalist | 1 – 31; 38 – 39, 43 | 43 |
| MMJ | 1 – 31; 38 – 39, 43 | 38 |
| Assignment Editor | 1 – 31; 38 – 39, 43 | 38 |
| Account Executive | 1 – 38; 38 – 39, 43 | 38 |
| News Producer | 1 – 31; 38 – 39, 43 | 38 |
| MMJ | 1 – 31; 38 – 39, 43 | 38 |
| Assignment Editor | 1 – 31; 38 – 39, 43 | 38 |
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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 | Adams Country Workforce & Business Center | 12200 Pecos Street  Westminster, CO 80234 | [acbussvc@adcogov.org](mailto:acbussvc@adcogov.org) | 720-523-6900 | N |  |
| 2 | African American Leadership Institute | 700 E. 24th Ave. Suite 8  Denver, CO 80205 | Linda Williams | 303-299-9055 | N |  |
| 3 | Alliance of Professional Women | P.O. 480384  Denver, CO 80248 | Emily Roe  [apwcolo@yahoo.com](mailto:apwcolo@yahoo.com) | 303-368-4747 | N |  |
| 4 | American Sportscasters Association Inc. | 225 Broadway, #2030  New York, NY 10007 | Louis Swartz  [inquiry@americansportscastersonline.com](mailto:inquiry@americansportscastersonline.com) | 212-227-8080 | N |  |
| 5 | Art Institute of Colorado, The | 1200 Lincoln St.  Denver, CO 80203 | Carol Lundin  [clundin@aii.edu](mailto:clundin@aii.edu) | 303-824-4921 | N |  |
| 6 | Asian Chamber of Commerce | 924 West Colfax Ave Suite 104G  Denver, CO 80204 | [info@ACCColorado.org](mailto:info@ACCColorado.org) |  | N |  |
| 7 | Auraria Higher Education Ctr- CCD | P.O. Box 173361  Denver, CO 80127 | Human Resources  [Dianda.coe@ahec.edu](mailto:Dianda.coe@ahec.edu) |  | N |  |
| 8 | Center for Women's Employment Education | 1175 Osage Street #300  Denver, CO 80204 | Barb Wallace  [smcrae@cwee.org](mailto:smcrae@cwee.org) | 303-892-8444 | N |  |
| 9 | Colorado Association of Black Journalist | Hand Delivered | Gloria Neal |  | N |  |
| 10 | Colorado Black Chamber of Commerce | 410 – 17th St. Suite 1110  Denver, CO 80202 | Peggy Wortham | 303-831-0720 | N |  |
| 11 | Colorado Division of Vocational Rehabilitation Profile | 2211 W. Evans Ave  Denver, CO 80223 | Debra Harvey | 303-937-1226 x339 | N |  |
| 12 | Colorado Women’s Chamber of Commerce | 1350 17th Street  Suite 100  Denver, CO 80202-1525 | Nancy Adsit  [info@cwcc.org](mailto:info@cwcc.org) | 303-458-0220 | N |  |
| 13 | Denver NAACP | 3030 Downing Street  Denver, CO 80205 | Gloria Holliday |  | N |  |
| 14 | Denver Indian Center | 4407 Morrison Road, Ste 100  Denver, CO 80219 | Anselma Mitchell  [info@difrc.org](mailto:info@difrc.org) | 303-936-2688 ext. 13 | N |  |
| 15 | Goodwill Industries of Denver | 6850 North Federal Blvd  Denver, CO | Karianne Hedneskog  [lpeabody@goodwilldenver.org](mailto:lpeabody@goodwilldenver.org) | 303-650-7708 | N |  |
| 16 | LARASA | 309 West 1st Ave  Denver, CO 80223 | Polly Baca  [cllaro@cllaro.org](mailto:cllaro@cllaro.org) | 303-722-5150 | N |  |
| 17 | Mayor’s Office Of Workforce Development | Westside Workforce Ctr.  1200 Federal Blvd – Denver, CO 80204 | Tom Haslee | 720-944-1233 | N |  |
| 18 | MediaLine | P.O. Box 51909  Pacific Grove, CA 93950 | Mike Shilstone  [rich@medialine.com](mailto:rich@medialine.com) | 800-237-8073 | N |  |
| 19 | MiCasa Women’s Resource Center | 360 Acoma St.  Denver, CO 80223. | Carmen Carriello  [info@MiCasaResourceCenter.org](mailto:info@MiCasaResourceCenter.org) | 303-573-1302 | N |  |
| 20 | NABET CWA | 501 3rd Str., N.W 8th Flr  Washington, D.C 20001 |  | 202-434-1254 | N |  |
| 21 | National Association of Broadcasters | 1771 N. Street, N.W.  Washington, DC 20036 | Theresa |  | N |  |
| 22 | National Association of Hispanic Journalist | 1000 National Press Bldg  Washington, DC 20045 | Michelle Vignoli – Pgm Admin  [yaneth@nahj.org](mailto:yaneth@nahj.org) | 202-662-7483 | N |  |
| 23 | National Television Academy  NATAS | 1247 Eureka Ct  Littleton, CO 80126-2749 | [Office.emmyawards.tv@gmail.com](mailto:Office.emmyawards.tv@gmail.com) | 303-722-0916 | N |  |
| 24 | Native American Journalists Association | University of Oklahoma  395 W Lindsey  Norman, OK 73019 |  | 612-729-9244 | N |  |
| 25 | NEWSED | 901 W 10th Ave  Denver, CO 80204-3973 |  | 303-534-8342 | N |  |
| 26 | Northeast Women’s Center | 4821 E. 38th Avenue  Denver, CO 80205-1005 | Job Placement | 303-355-3486 | N |  |
| 27 | Servicios De La Raza | 4058 Tejon Street  Denver, CO 80211 | [info@serviciosdelaraza.org](mailto:info@serviciosdelaraza.org) |  | N |  |
| 28 | Southeast Community College | 600 State Street  Milford, NE 68405-8498 | Gerald Eigsti |  | N |  |
| 29 | Women's Bean Project | 3201 Curtis Street  Denver, CO 80205 | Lecia Bovard Taylor  [info@womensbeanproject.com](mailto:info@womensbeanproject.com) | 303-292-1919 #232 | N |  |
| 30 | CBS Television Stations  Centralized Online Jobs Database |  | <http://cbsdenver.com/jobs> |  | N/A |  |
| 31 | KCNC Employee Bulletin Board | 1044 Lincoln Street  Denver, CO 80203 | Marge Smelt | 303-830-6443 | N/A |  |
| 32 | Colorado Workforce Centers/  Colorado Dept of Labor & Employment |  | <http://www.connectingcolorado.com> |  | N |  |
| 33 | National Alliance of State Broadcasters Association |  | <http://www.careerpage.org> |  | N |  |
| 34 | TVJobs.com |  | via Avature |  | N/A |  |
| 35 | Denver District Court Adult Probation Department | Meghan@YourJobCoaches.com | Meghan Roberts |  | N |  |
| 36 | Direct Employers Job Alliance |  | via Avature |  | N |  |
| 37 | Employee Referral | CBS Television Stations |  |  | N/A |  |
| 38 | CBS4 Website | Job Bank | Online website posting |  | N/A |  |
| 39 | Internal Posting |  | Bulletin Board |  | N/A |  |
| 40 | Indeed.com | Online Job Bank | Website posting via CBS Applicant Tracking System (AJE) |  | N/A |  |
| 41 | TVJobs.com | Online Job Bank | Website Posting |  | N/A |  |
| 42 | Spots-n-Dots | Job Bank | Online website posting |  | N/A |  |
| 43 | Industry |  |  |  | N/A |  |
| 44 | Linkedin | Online Job Bank | Website Posting |  | N/A |  |

**TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD 33**

List and briefly describe the Supplemental Recruitment Measures undertaken during the proceeding twelve (12) months for the following four (4) recruitment activities.

1. **Job Fairs.** (Each employment unit must host or co-sponsor one job fair OR participate in at least four job fairs.)

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| --- | --- | --- |
| Description of Recruitment Measure: | Date: | Personnel Involved:  (Name and Position) |
| CSU JOURNALISM & MEDIA COMMUNICATIONS JOBS AND INTERNSHIP FAIR | 3/29/19 | STEVE VRIESMAN – CHIEF EDITOR |

1. **Internship** (Each employment unit must establish an internship program.)

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| --- | --- | --- |
| PARTICIPATION IN EMMA BOWEN FOUNDATION MINORITY COLLEGE STUDENT LEARNING PROGRAM | 5/14/18– TBD | JASMINE CHITTARATH – STUDENT  ELAINE TORRES – COMMUNITY AFFAIRS DIRECTOR |

1. **Participation in Events.** (Each employment unit must participate in at least four events relating to career opportunities in broadcasting sponsored by educational institutions.)

|  |  |  |
| --- | --- | --- |
| Description of Recruitment Measure: | Date: | Personnel Involved:  (Name and Position) |
| JOURNALISM AS A CAREER  COLORADO STATE UNIVERSITY | 2/28/19 | DILLON THOMAS – REPORTER |
| CU BOULDER STUDENT  NEWS SHADOWING | 2/22/19 | JIM BENEMANN – NEWS ANCHOR  LIBBY SMITH – SPECIAL PROJECTS PRODUCER |
| CONTEMPORARY LEARNING ACADEMY  STATION TOUR | 2/28/19 | MICHAEL NUÑEZ – CREATIVE SERVICES PRODUCER |
| KIPP SCHOOL CAREER EVENING – “JOURNALISM CAREERS” | 3/21/19 | BRIAN MAASS – REPORTER |
| “UPLIFT COLORADO ORGANIZATION”SPOKE TO STUDENTS FROM DENVER AREA SCHOOLS | 3/4/19 | KAREN LEIGH – NEWS ANCHOR |
| BEST ROBOTICS DINNER – VARIOOUS SCHOOLS | 4/7/19 | ELAINE TORRES – COMMUNITY AFFAIRS DIRECTOR |
| CSU STUDENTS  NEWS SHADOWING | 5/6/19 & 5/20/19 | DOUG HOFFACKER – ASSIGNMENT EDITOR |
| CARERS IN JOURNALISM – EVIE GARRET DENNIS E-12 CAMPUS | 7/27/19 | TORI MASON – REPORTER |
| STEM LAB - NORTHGLENN  “HURRICANE PRESENTATION | 9/20/19 | CHRIS SPEARS – ANCHOR/REPORTER WEATHER |
| GIRLS AND SCIENCE  CBS4 IN PARTNERSHIP WITH THE DENVER MUSEUM OF NATURE AND SCIENCE | 3/2/19 | ELAINE TORRES – COMMUNITY AFFAIRS DIRECTOR  LAUREN WHITNEY – WEATHER ANCHOR |
|  |  |  |

1. **Training Management Personnel.** (Each Employment Unit must train management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.)

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| --- | --- | --- |
| Description of Recruitment Measure: | Personnel Involved: | Describe Training: |
| CBS BUSINESS CONDUCT STATEMENT TRAINING COURSE | ROBIN BONA/CTSG HUMAN RESOURCES | WEB BASED BI-ANNUAL TRAINING REQUIRED OF ALL EMPLOYEES |
| “2018 INFORMATION SECURITY AWARENESS” – COMPLIANCE TRAINING | ROBIN BONA/CTSG HUMAN RESOURCES | WEB BASED TRAINING REQUIRED OF ALL EMPLOYEES |
| “PRIVACY ESSENTIALS” – COMPLIANCE TRAINING | JESSICA HURST/CTSG HUMAN RESOURCES | WEB BASED TRAINING REQUIRED OF ALL EMPLOYEES |
| “MAINTAINING A RESPECTFUL WORK ENVIRONMENT” | JESSICA HURST/CTSG HUMAN RESOURCES | WEB BASED TRAINING REQUIRED OF ALL EMPLOYEES |