

**EEO PUBLIC FILE REPORT**

This Report covers full-time vacancy recruitment data for the period December 1, 2016 to November 30, 2017.

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: Marge Smelt

|   |                                   |
|---|-----------------------------------|
| Mailing Address: KCNC-TV<br>1044 Lincoln Street<br>Denver, Colorado 80220 | Telephone Number:<br>303-830-6443 |
|   | Contact Person: Marge Smelt       |
|   | E-mail Address: mmsmelt@cbs.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 Hiree</b> |
|----------------------------|---|------------------------------------|
| Marketing Specialist       | 1 – 36; 38 – 41, 43                               | 40                                 |
| Account Executive          | 1 – 36; 38 – 41, 43                               | 38                                 |
| Digital Media Sales Mgr    | 1 – 36; 38 – 41, 43                               | 39                                 |
| News/Anchor Reporter       | 1 – 36; 38 – 41, 43                               | 37                                 |
| Creative Services Director | 1 – 36; 38 – 41, 43                               | 43                                 |
| Producer                   | 1 – 36; 38 – 41, 43                               | 43                                 |
| Producer                   | 1 – 36; 38 – 41, 43                               | 43                                 |
| Reporter (MMJ)             | 1 – 36; 38 – 41, 43                               | 38                                 |
| Reporter (MMJ)             | 1 – 36; 38 – 41, 43                               | 38                                 |
| Sr. Digital Producer       | 1 – 36; 38 – 41, 43                               | 38                                 |
|                            |   |                                    |
|                            |   |                                    |
|                            |   |                                    |
|                            |   |                                    |
|                            |   |                                    |

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

| CODE # | RECRUITMENT SOURCE                                     | ADDRESS  | CONTACT  | PHONE                   | REQUESTED NOTIFICATION (Y/N) | NUMBER OF INTERVIEWEES REFERRED |
|--------|--|--|--|-------------------------|------------------------------|---------------------------------|
| 1      | Adams County Workforce & Business Center               | 12200 Pecos Street<br>Westminster, CO 80234                        | <a href="mailto:acbusvc@adcogov.org">acbusvc@adcogov.org</a>   | 720-523-6900            | N                            |                                 |
| 2      | African American Leadership Institute                  | 700 E. 24 <sup>th</sup> Ave. Suite 8<br>Denver, CO 80205           | Linda Williams   | 303-299-9055            | N                            |                                 |
| 3      | Alliance of Professional Women                         | P.O. 480384<br>Denver, CO 80248                                    | Emily Roe<br><a href="mailto:apwcolo@yahoo.com">apwcolo@yahoo.com</a>  | 303-368-4747            | N                            |                                 |
| 4      | American Sportscasters Association Inc.                | 225 Broadway, #2030<br>New York, NY 10007                          | Louis Swartz<br><a href="mailto:inquiry@americansportscasteronline.com">inquiry@americansportscasteronline.com</a> | 212-227-8080            | N                            |                                 |
| 5      | Art Institute of Colorado, The                         | 1200 Lincoln St.<br>Denver, CO 80203                               | Carol Lundin<br><a href="mailto:clundin@aii.edu">clundin@aii.edu</a>   | 303-824-4921            | N                            |                                 |
| 6      | Asian Chamber of Commerce                              | 924 West Colfax Ave<br>Suite 104G<br>Denver, CO 80204              | <a href="mailto:info@ACCColorado.org">info@ACCColorado.org</a>   |                         | N                            |                                 |
| 7      | Auraria Higher Education Ctr-CCD                       | P.O. Box 173361<br>Denver, CO 80127                                | Human Resources<br><a href="mailto:Dianda.coe@ahec.edu">Dianda.coe@ahec.edu</a>                                    |                         | N                            |                                 |
| 8      | Center for Women's Employment Education                | 1175 Osage Street #300<br>Denver, CO 80204                         | Barb Wallace<br><a href="mailto:smcrae@cwee.org">smcrae@cwee.org</a>   | 303-892-8444            | N                            |                                 |
| 9      | Colorado Association of Black Journalist               | Hand Delivered   | Gloria Neal  |                         | N                            |                                 |
| 10     | Colorado Black Chamber of Commerce                     | 410 – 17 <sup>th</sup> St. Suite 1110<br>Denver, CO 80202          | Peggy Wortham  | 303-831-0720            | N                            |                                 |
| 11     | Colorado Division of Vocational Rehabilitation Profile | 2211 W. Evans Ave<br>Denver, CO 80223                              | Debra Harvey   | 303-937-1226<br>x339    | N                            |                                 |
| 12     | Colorado Women's Chamber of Commerce                   | 1350 17 <sup>th</sup> Street<br>Suite 100<br>Denver, CO 80202-1525 | Nancy Adsit<br><a href="mailto:info@cwcc.org">info@cwcc.org</a>  | 303-458-0220            | N                            |                                 |
| 13     | Denver NAACP   | 3030 Downing Street<br>Denver, CO 80205                            | Gloria Holliday  |                         | N                            |                                 |
| 14     | Denver Indian Center                                   | 4407 Morrison Road, Ste 100<br>Denver, CO 80219                    | Anselma Mitchell<br><a href="mailto:info@difrc.org">info@difrc.org</a>   | 303-936-2688<br>ext. 13 | N                            |                                 |
| 15     | Goodwill Industries of Denver                          | 6850 North Federal Blvd<br>Denver, CO                              | Karianne Hedneskog<br><a href="mailto:lpeabody@goodwilldenver.org">lpeabody@goodwilldenver.org</a>                 | 303-650-7708            | N                            |                                 |
| 16     | LARASA   | 309 West 1 <sup>st</sup> Ave<br>Denver, CO 80223                   | Polly Baca<br><a href="mailto:cllaro@claro.org">cllaro@claro.org</a>   | 303-722-5150            | N                            |                                 |
| 17     | Mayor's Office Of Workforce Development                | Westside Workforce Ctr.<br>1200 Federal Blvd –<br>Denver, CO 80204 | Tom Haslee   | 720-944-1233            | N                            |                                 |
| 18     | MediaLine  | P.O. Box 51909<br>Pacific Grove, CA 93950                          | Mike Shilstone<br><a href="mailto:rich@medialine.com">rich@medialine.com</a>                                       | 800-237-8073            | N                            |                                 |
| 19     | MiCasa Women's Resource Center                         | 360 Acoma St.<br>Denver, CO 80223.                                 | Carmen Carriello<br><a href="mailto:info@MiCasaResourceCenter.org">info@MiCasaResourceCenter.org</a>               | 303-573-1302            | N                            |                                 |
| 20     | NABET CWA  | 501 3 <sup>rd</sup> Str., N.W 8 <sup>th</sup> Flr                  |  | 202-434-1254            | N                            |                                 |

|    |  |   |   |                      |     |  |
|----|--|---|---|----------------------|-----|--|
|    |  | Washington, D.C 20001                                       |   |                      |     |  |
| 21 | National Association of Broadcasters                                     | 1771 N. Street, N.W.<br>Washington, DC 20036                | Theresa   |                      | N   |  |
| 22 | National Association of Hispanic Journalist                              | 1000 National Press Bldg<br>Washington, DC 20045            | Michelle Vignoli –<br>Pgm Admin<br><a href="mailto:yaneth@nahj.org">yaneth@nahj.org</a>           | 202-662-7483         | N   |  |
| 23 | National Television Academy<br>NATAS                                     | 1247 Eureka Ct<br>Littleton, CO 80126-2749                  | <a href="mailto:Office.emmyawards.tv@gmail.com">Office.emmyawards.tv@gmail.com</a>                | 303-722-0916         | N   |  |
| 24 | Native American Journalists Association                                  | University of Oklahoma<br>395 W Lindsey<br>Norman, OK 73019 |   | 612-729-9244         | N   |  |
| 25 | NEWSED   | 901 W 10 <sup>th</sup> Ave<br>Denver, CO 80204-3973         |   | 303-534-8342         | N   |  |
| 26 | Northeast Women's Center   | 4821 E. 38 <sup>th</sup> Avenue<br>Denver, CO 80205-1005    | Job Placement   | 303-355-3486         | N   |  |
| 27 | Servicios De La Raza   | 4058 Tejon Street<br>Denver, CO 80211                       | <a href="mailto:info@serviciosdelaraza.org">info@serviciosdelaraza.org</a>                        |                      | N   |  |
| 28 | Southeast Community College  | 600 State Street<br>Milford, NE 68405-8498                  | Gerald Eigsti   |                      | N   |  |
| 29 | Women's Bean Project   | 3201 Curtis Street<br>Denver, CO 80205                      | Lecia Bovard Taylor<br><a href="mailto:info@womensbeanproject.com">info@womensbeanproject.com</a> | 303-292-1919<br>#232 | N   |  |
| 30 | CBS Television Stations<br>Centralized Online<br>Jobs Database           |   | <a href="http://cbsdenver.com/jobs">http://cbsdenver.com/jobs</a>                                 |                      | N/A |  |
| 31 | KCNC Employee<br>Bulletin Board  | 1044 Lincoln Street<br>Denver, CO 80203                     | Marge Smelt   | 303-830-6443         | N/A |  |
| 32 | Colorado Workforce Centers/<br>Colorado Dept of<br>Labor &<br>Employment |   | <a href="http://www.connectingcolorado.com">http://www.connectingcolorado.com</a>                 |                      | N   |  |
| 33 | National Alliance of<br>State Broadcasters<br>Association                |   | <a href="http://www.careerpage.org">http://www.careerpage.org</a>                                 |                      | N   |  |
| 34 | TVJobs.com   |   | via Avature   |                      | N/A |  |
| 35 | Denver District<br>Court Adult<br>Probation<br>Department                | Meghan@YourJobCoaches.com                                   | Meghan Roberts  |                      | N   |  |
| 36 | Direct Employers<br>Job Alliance   |   | via Avature   |                      | N   |  |
| 37 | Employee Referral  | CBS Television Stations                                     |   |                      | N/A |  |
| 38 | CBS4 Website   | Job Bank  | Online website<br>posting   |                      | N/A |  |
| 39 | Internal Posting   |   | Bulletin Board  |                      | N/A |  |
| 40 | Indeed.com   | Online Job Bank   | Website posting via<br>CBS Applicant<br>Tracking System<br>(AJE)                                  |                      | N/A |  |
| 41 | TVJobs.com   | Online Job Bank   | Website Posting   |                      | N/A |  |
| 42 | Spots-n-Dots   | Job Bank  | Online website<br>posting   |                      | N/A |  |
| 43 | Industry   |   |   |                      | N/A |  |

**TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD 17**

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

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

| Description of Recruitment Measure: | Date: | Personnel Involved:<br>(Name and Position) |
|-------------------------------------|-------|--|
|                                     |       |  |

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

|  |                  |  |
|--|------------------|--|
| PARTICIPATION IN EMMA BOWEN FOUNDATION MINORITY COLLEGE STUDENT LEARNING PROGRAM | 6/5/17 – TBD     | AY'SHAY RICHARDSON – STUDENT<br>ELAINE TORRES – COMMUNITY AFFAIRS DIRECTOR |
| PARTICIPATION IN EMMA BOWEN FOUNDATION MINORITY COLLEGE STUDENT LEARNING PROGRAM | 6/4/12 – 1/13/17 | KOMMON OUSLEY – STUDENT<br>ELAINE TORRES – COMMUNITY AFFAIRS DIRECTOR      |

(c) **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:<br>(Name and Position)                                 |
|--|---------|--|
| JOURNALISM AS A CAREER<br>DAKOTA RIDGE HIGH SCHOOL             | 9/11/17 | JOEL HILLAN – REPORTER/ANCHOR  |
| ONE DAY IMMERSION IN MEDIA,<br>ENTERTAINMENT & TECHNOLOGY      | 5/15/17 | JOHN MONTGOMERY – ASSIGNMENT<br>MANAGER                                    |
| CSU FORT COLLINS – TELEVISION NEWS                             | 9/12/17 | DILLON THOMAS – REPORTER   |
| BOETTCHER FOUNDATION SCHOLARSHIP<br>ORIENTATION                | 8/12/17 | TONYA EVERIST – SALES ACCOUNT<br>EXECUTIVE                                 |
| CAREERS IN BROADCASTING – UNC JOURNALISM                       | 6/13/17 | JIM BENEMANN – NEWS ANCHOR   |
| BROADCASTING AS A CAREER - UNC                                 | 10/6/17 | JIM BENEMANN – NEWS ANCHOR<br>DREW SIDENER – DIRECTOR<br>CREATIVE SERVICES |
| BIG BROTHERS BIG SISTERS “SPORTS BUDDIES”<br>SPORTS CAREER DAY | 9/30/17 | MARK HAAS – ANCHOR/REPORTER<br>SPORTS                                      |

|  |                        |   |
|--|------------------------|---|
| HAMILTON MIDDLE SCHOOL<br>"BROADCAST TV"   | 10/19/17               | KAREN LEIGH – ANCHOR/REPORTER   |
| METRO STATE<br>"TV PRODUCTION & NEWS"  | MULTIPLE DATES<br>10 X | TOM MUSTIN – REPORTER/ANCHOR  |
| GIRLS AND SCIENCE<br>CBS4 IN PARTNERSHIP WITH THE DENVER<br>MUSEUM OF NATURE AND SCIENCE | 3/4/17 – 3/5/17        | ELAINE TORRES – COMMUNITY<br>AFFAIRS DIRECTOR<br>LAUREN WHITNEY – WEATHER<br>ANCHOR |
| GIRL SCOUTS<br>TOUR  | 2/26/17                | MELISSA GARCIA/REPORTER   |

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

| Description of Recruitment Measure:   | Personnel Involved:                | Describe Training:  |
|---|------------------------------------|---|
| CBS BUSINESS CONDUCT STATEMENT<br>TRAINING COURSE                                   | ROBIN BONA/CTSG<br>HUMAN RESOURCES | WEB BASED BI-ANNUAL TRAINING<br>REQUIRED OF ALL EMPLOYEES |
| "SEXUAL HARASSMENT: MAINTAINING A<br>RESPECTFUL WORKPLACE" – COMPLIANCE<br>TRAINING | ROBIN BONA/CTSG<br>HUMAN RESOURCES | WEB BASED TRAINING REQUIRED OF ALL<br>EMPLOYEES           |
| "SEXUAL HARASSMENT: LEADING A<br>RESPECTFUL WORKPLACE" – COMPLIANCE<br>TRAINING     | ROBIN BONA/CTSG<br>HUMAN RESOURCES | WEB BASED TRAINING REQUIRED OF ALL<br>EMPLOYEES           |
| EYE ON ETHICS PRIVACY BY DESIGN   | ROBIN BONA/CTSG<br>HUMAN RESOURCES | WEB BASED TRAINING REQUIRED OF ALL<br>EMPLOYEES           |
| CBS ANTI-CORRUPTION AND BRIBERY<br>POLICY   | ROBIN BONA/CTSG<br>HUMAN RESOURCES | WEB BASED TRAINING REQUIRED OF ALL<br>EMPLOYEES           |