

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period December 1, 2017 to November 30, 2018.

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 1044 Lincoln Street Denver, Colorado 80220	Telephone Number: 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)

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
Reporter (MMJ)	30 – 31; 38 – 39	39
Reporter (MMJ)	30 – 31; 38 – 39	39
Online Editor	30 – 31; 38 – 39	39
Managing Editor – Sports	30 – 31; 38 – 39	39
Sports MMJ/Producer	30 – 31; 38 – 39	39
News Producer	1 – 36; 38 – 41, 43	38
Sports Anchor/Reporter	30 – 31; 38 – 39	39
Digital Sales Specialist	1 – 36; 38 – 41, 43	38
Graphic Designer	1 – 36; 38 – 41, 43	38
Marketing Coordinator	1 – 36; 38 - 41	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 Westminster, CO 80234	acbusssc@adcgov.org	720-523-6900	N	
2	African American Leadership Institute	700 E. 24 th 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	303-368-4747	N	
4	American Sportscasters Association Inc.	225 Broadway, #2030 New York, NY 10007	Louis Swartz inquiry@americansportscastersonline.com	212-227-8080	N	
5	Art Institute of Colorado, The	1200 Lincoln St. Denver, CO 80203	Carol Lundin clundin@aii.edu	303-824-4921	N	
6	Asian Chamber of Commerce	924 West Colfax Ave Suite 104G Denver, CO 80204	info@ACCColorado.org		N	
7	Auraria Higher Education Ctr-CCD	P.O. Box 173361 Denver, CO 80127	Human Resources Dianda.coe@ahcc.edu		N	
8	Center for Women's Employment Education	1175 Osage Street #300 Denver, CO 80204	Barb Wallace 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 – 17 th 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 17 th Street Suite 100 Denver, CO 80202-1525	Nancy Adsit 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	303-936-2688 ext. 13	N	
15	Goodwill Industries of Denver	6850 North Federal Blvd Denver, CO	Karianne Hedneskog lpeabody@goodwilldenver.org	303-650-7708	N	
16	LARASA	309 West 1 st Ave Denver, CO 80223	Polly Baca cclaro@cclaro.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	800-237-8073	N	
19	MiCasa Women's Resource Center	360 Acoma St. Denver, CO 80223.	Carmen Carriello info@MiCasaResourceCenter.org	303-573-1302	N	
20	NABET CWA	501 3 rd Str., N.W 8 th 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@nahi.org	202-662-7483	N	
23	National Television Academy NATAS	1247 Eureka Ct Littleton, CO 80126-2749	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 10 th Ave Denver, CO 80204-3973		303-534-8342	N	
26	Northeast Women's Center	4821 E. 38 th 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		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	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	

TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD 27

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: (Name and Position)
ACC Job Fair	9/10/18	ALEX GUTIERREZ – HR MANAGER

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

PARTICIPATION IN EMMA BOWEN FOUNDATION MINORITY COLLEGE STUDENT LEARNING PROGRAM	5/14/18– TBD	JASMINE CHITTARATH – STUDENT ELAINE TORRES – COMMUNITY AFFAIRS DIRECTOR
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(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: (Name and Position)
JOURNALISM AS A CAREER MARIE GREENWOOD SCHOOL	2/5/18	MICHAEL ABEYTA – REPORTER
COLORADO ACADEMY – STATION TOUR	2/2/18	JOHN MONTGOMERY – ASSIGNMENT MANAGER
CU DENVER ANSCHUTZ MEDICAL CAMPUS IN AURORA – “HOW TO CONDUCT AN EFFECTIVE INTERVIEW”	2/14/18	KATHY WALSH – REPORTER
CSU FORT COLLINS – JOURNALISM	3/6/18	DILLON THOMAS – MMJ
“LIVING TO SERVE” HOMESCHOOL GROUP – STATION TOUR	3/24/18	RICK SALLINGER – REPORTER
JOHNSON & WHALES – JA BUSINESS WEEK	6/11/18	AMANDA GILLIE – ACCOUNT EXECUTIVE
UNC/GREELEY – “FAKE NEWS”	10/9/18	BEN WARWICK – ASSIGNMENT EDITOR
CONTINENTAL LEAGUE MEDIA CONFERENCE (LITTLETON/DOUGCO SCHOOLS) – “KEY QUESTIONS TO ASK OF YOUR JOURNALISM, AND OF YOURSELF”	9/13/18	DILLON THOMAS – REPORTER MICHAEL CHOY – CREATIVE SERVICES PRODUCER

COTTONWOOD CREEK ELEMENTARY "CHALLENGE CLUB" – STATION TOUR	2/2/18	KAREN LEIGH – REPORTER/ANCHOR
GIRLS AND SCIENCE CBS4 IN PARTNERSHIP WITH THE DENVER MUSEUM OF NATURE AND SCIENCE	3/3/18	ELAINE TORRES – COMMUNITY AFFAIRS DIRECTOR LAUREN WHITNEY – WEATHER ANCHOR
AMERICAN VETERINARY MEDICAL ASSOC. "MEDIA RELATIONS"	7/11/18	KATHY WALSH – ANCHOR/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 TRAINING COURSE	ROBIN BONA/CTSG HUMAN RESOURCES	WEB BASED BI-ANNUAL TRAINING REQUIRED OF ALL EMPLOYEES
"2017 INFORMATION SECURITY AWARENESS" – COMPLIANCE TRAINING	ROBIN BONA/CTSG HUMAN RESOURCES	WEB BASED TRAINING REQUIRED OF ALL EMPLOYEES
"DIVERSITY AND INCLUSION: UNCONSCIOUS BIAS" – COMPLIANCE TRAINING	ROBIN BONA/CTSG HUMAN RESOURCES	WEB BASED TRAINING REQUIRED OF ALL EMPLOYEES
"NAVIGATING DIFFICULT CONVERSATIONS IN HR WITH ALLISON WEST"	ROBIN BONA/CTSG HUMAN RESOURCES	WEB BASED TRAINING REQUIRED OF HR EMPLOYEES