

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period: November 22, 2016 – November 21, 2017.

1) **Employment Unit:** CBS Radio –Hartford, CT

2) **Unit Members (Stations and Communities of License):** WZMX-FM, Hartford, CT
WRCH-FM, New Britain, CT
WTIC-AM, Hartford, CT
WTIC-FM, Hartford, CT

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

Mailing Address: 10 Executive Drive Farmington, CT 06032	Telephone Number: 860-677-6700
	Contact Person/Title: Melissa Sullivan, Human Resources
	E-mail Address: Melissa.Sullivan@cbsradio.com

4) **Full-Time Job Vacancies Filled by Each Station in the Employment Unit:**

Job Title	Recruitment Source Referring Hiree
(1) Digital Sales Manager	Employee Referral
(2) Assistant Engineer	Indeed.com
(3) Traffic Reporter #1	CBSRadio.com
(4) Traffic Reporter #2	CBSRadio.com
(5) On-Air Talent	Employee Referral
(6) Reporter/Anchor	Employee Referral
(7) Traffic Manager	CBSRadio.com

**Stations WZMX(FM), WRCH(FM), WTIC(AM) and WTIC(FM)
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5) **Job Title:** Digital Sales Manager

Referral Source(s) of Hire: Employee Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
CBS Radio.com*	N/A	www.cbsradio.com/careers	N/A	0	No
CBSandYou.com	N/A	www.cbsandyou.com	N/A	0	No
CBSCorporation.com	N/A	www.cbcorporation.com/careers	N/A	0	No
Connecticut Broadcasters Association (CBA)	Michael Ryan President	P.O. Box 1785 Avon, CT 06001 myran@ctba.org	860-305-2038	0	No
Central Connecticut State University (CCSU)	Cathy Sylvester	1615 Stanley Street New Britain, CT 06053 sylvestercab@ccsu.edu	860-832-3200	0	No
Charter Oak Cultural Club	Rebecca Scorso	21 Charter Oak Avenue Hartford, CT 06106 rebeccascorso@charteroakcenter.org	860-249-1207	0	No
CRT Community Renewal Team	Miriam Gonzalez HR Rep.	555 Windsor St. Hartford, CT 06120-2418 www.crtct.org	860-560-5600	0	No
CT Puerto Rican Forum, Inc	Nilda Velez/ Job Coordinator	95 Park Street 3 rd Floor Hartford, CT 06106 latinoprogress@ctprf.org	860-247-3227 Ext 11	0	No
CT School of Broadcasting	Ron Zorn	Radio Park Farmington, CT 06032	860-232-9988	0	No
CT State Department of Labor	HR or Affirmative Action Administrator	200 Folly Brook Blvd Wethersfield, Ct 06109	860-263-600	0	No
Ebony Horsewomen, Inc.	Dominique Bourgeois/ Office Coordinator	1132 Blue Hills Avenue Bloomfield, CT 06002-2760 ebonyhorse@sbsglobal.net	860-293-2914	0	No
Greater Hartford NAACP	Abdul Shahid	P.O. Box 1012 Hartford, CT 06143 Abdul-shahid@sbsglobal.net	877-622-2798 or 410-521-4639	0	No
Hartford Seminary Black Ministries	HR Director	77 Sherman Street Hartford, CT 06105 info@hartsem.edu	860-509-9555	0	No
Nutmeg Big Brother/Big Sisters	J. Gordon or Office Manager	30 Laurel Street Suite 3 Hartford, CT06106 jgordon@bbbsnutmeg.org	860-525-5437 Ext 26	0	No
Permanent Commission Status of Women	Susan Hoover Special Projects Director	18 Trinity Street Hartford, CT 06106	860-240-8300	0	No

* In general, in addition to sending notice to CBSRadio.com, the Employment Unit distributes notice to various sources (e.g., Indeed.com, Direct Employers Association (“DEA”), etc.) using the CBS Radio recruitment software, listed on Attachment A. Notices that the Employment Unit distributes to DEA are further distributed by DEA to a broad network of recruitment sources, listed on Attachment B. Note that these lists may change from time to time.

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Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Quinnipiac University School of Communication	Joseph Catrino - Assistant Dean	275 Mt Carmel Avenue Hamden, CT 06518 Joseph.catrino@quinnipiac.edu	203-582-8974	0	No
Employee Referral	N/A	N/A	N/A	1	No
Spanish American Merchants Association	Norma Hernandez – Office Manager	95 Park Street Hartford, CT 06106 Norma_hernandez@samact.org	860-278-5825	0	No
U.S Department of Veterans Affairs	Monita Sundell, June Heffernan	555 Willard Avenue Newington, CT 06111 June.heffernan@va.gov	860-594-6308 860-594-6323	0	No
Internal Posting	N/A			0	

5) Job Title: Assistant Engineer

Referral Source(s) of Hiree: Indeed.com

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
CBS Radio.com*	N/A	www.cbsradio.com/careers	N/A	0	No
Indeed.com	N/A		N/A	1	No
CBSCorporation.com	N/A	www.cbscorporation.com/careers	N/A	0	No
Connecticut Broadcasters Association (CBA)	Michael Ryan President	P.O. Box 1785 Avon, CT 06001 myran@ctba.org	860-305-2038	0	No
Central Connecticut State University (CCSU)	Cathy Sylvester	1615 Stanley Street New Britain, CT 06053 sylvestercab@ccsu.edu	860-832-3200	0	No
Charter Oak Cultural Club	Rebecca Scorso	21 Charter Oak Avenue Hartford, CT 06106 rebeccascorso@charteroakcenter.org	860-249-1207	0	No
CRT Community Renewal Team	Miriam Gonzalez HR Rep.	555 Windsor St. Hartford, CT 06120-2418 www.crtct.org	860-560-5600	0	No
CT Puerta Rican Forum, Inc	Nilda Velez/ Job Coordinator	95 Park Street 3 rd Floor Hartford, CT 06106 latinoprogress@ctprf.org	860-247-3227 Ext 11	0	No
CT School of Broadcasting	Ron Zorn	Radio Park Farmington, CT 06032	860-232-9988	0	No

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Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
CT State Department of Labor	HR or Affirmative Action Administrator	200 Folly Brook Blvd Wethersfield, Ct 06109	860-263-600	0	No
Ebony Horsewomen, Inc.	Dominique Bourgeois/ Office Coordinator	1132 Blue Hills Avenue Bloomfield, CT 06002-2760 ebonyhorse@sbsglobal.net	860-293-2914	0	No
Greater Hartford NAACP	Abdul Shahid	P.O. Box 1012 Hartford, CT 06143 Abdul-shahid@sbsglobal.net	877-622-2798 or 410-521-4639	0	No
Hartford Seminary Black Ministries	HR Director	77 Sherman Street Hartford, CT 06105 info@hartsem.edu	860-509-9555	0	No
Nutmeg Big Brother/Big Sisters	J. Gordon or Office Manager	30 Laurel Street Suite 3 Hartford, CT06106 jgordon@bbbsnutmeg.org	860-525-5437 Ext 26	0	No
Permanent Commission Status of Women	Susan Hoover Special Projects Director	18 Trinity Street Hartford, CT 06106	860-240-8300	0	No
Quinnipiac University School of Communication	Joseph Catrino - Assistant Dean	275 Mt Carmel Avenue Hamden, CT 06518 Joseph.catrino@quinnipiac.edu	203-582-8974	0	No
Referral	N/A	N/A	N/A	0	No
Spanish American Merchants Association	Norma Hernandez – Office Manager	95 Park Street Hartford, CT 06106 Norma_hernandez@samact.org	860-278-5825	0	No
U.S Department of Veterans Affairs	Monita Sundell, June Heffernan	555 Willard Avenue Newington, CT 06111 June.heffernan@va.gov	860-594-6308 860-594-6323	0	No
Internal Posting	N/A			0	
Internal Referral	N/A			0	

5) Job Title: Traffic Reporter #1 & #2 **Referral Source(s) of Hiree:** (2) CBSRadio.com

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
CBS Radio.com*	N/A	www.cbsradio.com/careers	N/A	2	No
CBSandYou.com	N/A	www.cbsandyou.com	N/A	0	No

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Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
CBS Corporation.com	N/A	www.cbcorporation.com/careers	N/A	0	No
Connecticut Broadcasters Association (CBA)	Michael Ryan President	P.O. Box 1785 Avon, CT 06001 myran@ctba.org	860-305-2038	0	No
Central Connecticut State University (CCSU)	Cathy Sylvester	1615 Stanley Street New Britain, CT 06053 sylvestercab@ccsu.edu	860-832-3200	0	No
Charter Oak Cultural Club	Rebecca Scorso	21 Charter Oak Avenue Hartford, CT 06106 rebeccascorso@charter oakcenter.org	860-249-1207	0	No
CRT Community Renewal Team	Miriam Gonzalez HR Rep.	555 Windsor St. Hartford, CT 06120-2418 www.crtct.org	860-560-5600	0	No
CT Puerta Rican Forum, Inc	Nilda Velez/ Job Coordinator	95 Park Street 3 rd Floor Hartford, CT 06106 latinoprogress@ctprf.org	860-247-3227 Ext 11	0	No
CT School of Broadcasting	Ron Zorn	Radio Park Farmington, CT 06032	860-232-9988	0	No
CT State Department of Labor	HR or Affirmative Action Administrator	200 Folly Brook Blvd Wethersfield, Ct 06109	860-263-600	0	No
Ebony Horsewomen, Inc.	Dominique Bourgeois/ Office Coordinator	1132 Blue Hills Avenue Bloomfield, CT 06002-2760 ebonyhorse@sbsglobal.net	860-293-2914	0	No
Greater Hartford NAACP	Abdul Shahid	P.O. Box 1012 Hartford, CT 06143 Abdul-shahid@sbsglobal.net	877-622-2798 or 410-521-4639	0	No
Hartford Seminary Black Ministries	HR Director	77 Sherman Street Hartford, CT 06105 info@hartsem.edu	860-509-9555	0	No
Nutmeg Big Brother/Big Sisters	J. Gordon or Office Manager	30 Laurel Street Suite 3 Hartford, CT06106 jgordon@bbbsnutmeg.org	860-525-5437 Ext 26	0	No
Permanent Commission Status of Women	Susan Hoover Special Projects Director	18 Trinity Street Hartford, CT 06106	860-240-8300	0	No
Quinnipiac University School of Communication	Joseph Catrino - Assistant Dean	275 Mt Carmel Avenue Hamden, CT 06518 Joseph.catrino@quinnipiac.edu	203-582-8974	0	No
Referral	N/A	N/A	N/A	0	No
Spanish American Merchants Association	Norma Hernandez – Office Manager	95 Park Street Hartford, CT 06106 Norma_hernandez@samact.org	860-278-5825	0	No
U.S Department of Veterans Affairs	Monita Sundell, June Heffernan	555 Willard Avenue Newington, CT 06111 June.heffernan@va.gov	860-594-6308 860-594-6323	0	No

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Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Internal Posting	N/A			0	
Internal Referral	N/A			0	

***Traffic Reporter #1 and #2 were filled from the same flight of recruiting announcements**

5) Job Title: On-Air Talent

Referral Source(s) of Hiree: Employee Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
CBS Radio.com*	N/A	www.cbsradio.com/careers	N/A	0	No
CBSandYou.com	N/A	www.cbsandyou.com	N/A	0	No
CBSCorporation.com	N/A	www.cbcorporation.com/careers	N/A	0	No
Connecticut Broadcasters Association (CBA)	Michael Ryan President	P.O. Box 1785 Avon, CT 06001 myran@ctba.org	860-305-2038	0	No
Central Connecticut State University (CCSU)	Cathy Sylvester	1615 Stanley Street New Britain, CT 06053 sylvestercab@ccsu.edu	860-832-3200	0	No
Charter Oak Cultural Club	Rebecca Scorso	21 Charter Oak Avenue Hartford, CT 06106 rebeccascorso@charteroakcenter.org	860-249-1207	0	No
CRT Community Renewal Team	Miriam Gonzalez HR Rep.	555 Windsor St. Hartford, CT 06120-2418 www.crtct.org	860-560-5600	0	No
CT Puerta Rican Forum, Inc	Nilda Velez/ Job Coordinator	95 Park Street 3 rd Floor Hartford, CT 06106 latinoprogress@ctprf.org	860-247-3227 Ext 11	0	No
CT School of Broadcasting	Ron Zorn	Radio Park Farmington, CT 06032	860-232-9988	0	No
CT State Department of Labor	HR or Affirmative Action Administrator	200 Folly Brook Blvd Wethersfield, Ct 06109	860-263-600	0	No
Ebony Horsewomen, Inc.	Dominique Bourgeois/ Office Coordinator	1132 Blue Hills Avenue Bloomfield, CT 06002-2760 ebonyhorse@sbsglobal.net	860-293-2914	0	No
Greater Hartford NAACP	Abdul Shahid	P.O. Box 1012 Hartford, CT 06143 Abdul-shahid@sbsglobal.net	877-622-2798 or 410-521-4639	0	No

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Nutmeg Big Brother/Big Sisters	J. Gordon or Office Manager	30 Laurel Street Suite 3 Hartford, CT06106 jgordon@bbbsnutmeg.org	860-525-5437 Ext 26	0	No
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Quinnipiac University School of Communication	Joseph Catrino - Assistant Dean	275 Mt Carmel Avenue Hamden, CT 06518 Joseph.catrino@quinnipiac.edu	203-582-8974	0	No
Referral	N/A	N/A	N/A	0	No
Spanish American Merchants Association	Norma Hernandez – Office Manager	95 Park Street Hartford, CT 06106 Norma_hernandez@samact.org	860-278-5825	0	No
U.S Department of Veterans Affairs	Monita Sundell, June Heffernan	555 Willard Avenue Newington, CT 06111 June.heffernan@va.gov	860-594-6308 860-594-6323	0	No
Internal Posting	N/A			0	
Employee Referral	N/A			1	

5) Job Title: Reporter/Anchor

Referral Source(s) of Hiree: Employee Referral

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
CBS Radio.com*	N/A	www.cbsradio.com/careers	N/A	0	No
CBSandYou.com	N/A	www.cbsandyou.com	N/A	0	No
CBS Corporation.com	N/A	www.cbcorporation.com/careers	N/A	0	No
Connecticut Broadcasters Association (CBA)	Michael Ryan President	P.O. Box 1785 Avon, CT 06001 myran@ctba.org	860-305-2038	0	No
Central Connecticut State University (CCSU)	Cathy Sylvester	1615 Stanley Street New Britain, CT 06053 sylvestercab@ccsu.edu	860-832-3200	0	No

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CRT Community Renewal Team	Miriam Gonzalez HR Rep.	555 Windsor St. Hartford, CT 06120-2418 www.crtct.org	860-560-5600	0	No
CT Puerto Rican Forum, Inc	Nilda Velez/ Job Coordinator	95 Park Street 3 rd Floor Hartford, CT 06106 latinoprogress@ctprf.org	860-247-3227 Ext 11	0	No
CT School of Broadcasting	Ron Zorn	Radio Park Farmington, CT 06032	860-232-9988	0	No
CT State Department of Labor	HR or Affirmative Action Administrator	200 Folly Brook Blvd Wethersfield, Ct 06109	860-263-600	0	No
Ebony Horsewomen, Inc.	Dominique Bourgeois/ Office Coordinator	1132 Blue Hills Avenue Bloomfield, CT 06002-2760 ebonyhorse@sbsglobal.net	860-293-2914	0	No
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Referral	N/A	N/A	N/A	0	No
Spanish American Merchants Association	Norma Hernandez – Office Manager	95 Park Street Hartford, CT 06106 Norma_hernandez@samact.org	860-278-5825	0	No
U.S Department of Veterans Affairs	Monita Sundell, June Heffernan	555 Willard Avenue Newington, CT 06111 June.heffernan@va.gov	860-594-6308 860-594-6323	0	No
Internal Posting	N/A			0	
Employee Referral	N/A			1	

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5) **Job Title:** Traffic Manager

Referral Source(s) of Hiree: CBSRadio.com

Name of Organization Notified of Job Vacancy	Contact Person	Address	Telephone Number	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
CBS Radio.com*	N/A	www.cbsradio.com/careers	N/A	1	No
CBSandYou.com	N/A	www.cbsandyou.com	N/A	0	No
CBSCorporation.com	N/A	www.cbscorporation.com/careers	N/A	0	No
Connecticut Broadcasters Association (CBA)	Michael Ryan President	P.O. Box 1785 Avon, CT 06001 myran@ctba.org	860-305-2038	0	No
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CT State Department of Labor	HR or Affirmative Action Administrator	200 Folly Brook Blvd Wethersfield, Ct 06109	860-263-600	0	No
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Greater Hartford NAACP	Abdul Shahid	P.O. Box 1012 Hartford, CT 06143 Abdul-shahid@sbsglobal.net	877-622-2798 or 410-521-4639	0	No
Hartford Seminary Black Ministries	HR Director	77 Sherman Street Hartford, CT 06105 info@hartsem.edu	860-509-9555	0	No
Nutmeg Big Brother/Big Sisters	J. Gordon or Office Manager	30 Laurel Street Suite 3 Hartford, CT06106 jgordon@bbbsnutmeg.org	860-525-5437 Ext 26	0	No
Permanent Commission Status of Women	Susan Hoover Special Projects Director	18 Trinity Street Hartford, CT 06106	860-240-8300	0	No

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Quinnipiac University School of Communication	Joseph Catrino - Assistant Dean	275 Mt Carmel Avenue Hamden, CT 06518 Joseph.catrino@quinnipiac.edu	203-582-8974	0	No
Referral	N/A	N/A	N/A	0	No
Spanish American Merchants Association	Norma Hernandez – Office Manager	95 Park Street Hartford, CT 06106 Norma_hernandez@samact.org	860-278-5825	0	No
U.S Department of Veterans Affairs	Monita Sundell, June Heffernan	555 Willard Avenue Newington, CT 06111 June.heffernan@va.gov	860-594-6308 860-594-6323	0	No
Internal Posting	N/A			0	
Employee Referral	N/A			0	

6) Total # of Interviewees Referred: For the period from November 22, 2016, through November 21, 2017, this Employment Unit interviewed 25 interviewees for full-time job vacancies.

Sponsorship of Job Fairs

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved:
CBS Radio Boston and CBS Radio Hartford co-hosted, along with CBS Boston TV, Boston's 17th Annual Diversity Employment Day Career Fair at The Wyndham Hotel in downtown Boston	May 10, 2017	Human Resources Manager

Participation in General Outreach Efforts using Job Banks or Internet Programs

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved:
The Employment Unit has made significant contributions to the CBS Radio career website (www.cbsradio.com) which contains information designed to inform the general public of numerous and varied career opportunities available in the broadcasting industry and of the job skills necessary to compete for them. Listeners to the stations are regularly directed to visit CBSRadio.com to view all available job opportunities with CBS Radio Boston.	Continual Posting	Market Human Resources Manager

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The Employment Unit has included on its station websites information designed to inform the general public of career opportunities available at the stations.	Continual Posting	Market Human Resources Manager
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Training of Employees and Management in EEO and Discrimination

Description of Supplemental Recruitment Measure:	Date:	Personnel Involved:
<p>CBS Corporation Compliance Training Program:</p> <p>Employment Unit employees, including management-level personnel, participated in CBS Corporation’s Compliance Training Program, which included online training regarding the Corporation’s Business Conduct Statement, ethical business practices, appropriate workplace conduct and preventing sexual harassment and employment discrimination. Employees received the 2015 CBS Corporation Business Conduct Statement in August 2015 and were required to complete related online training during the period July to the end of the reporting period, November 21, 2015. Employment Unit employees, including management-level personnel, also received copies of the CBS Corporation quarterly compliance newsletter (Compliance Up Close) and short video vignettes on the following subjects: the Company’s anti-retaliation policy, appropriate use of social media and financial integrity. In addition, all full time employees were required to take the “Preventing Sexual Harassment in Today’s Workplace” online course and all supervisory managers were required to complete “Addressing Sexual Harassment in Today’s Workplace.” The sexual harassment materials were distributed in October 2015 and are required to be completed by December 2, 2015.</p>	On-Going	All full time employees including management-level personnel
<p>Participate in General Outreach Efforts Using Job Banks or Internet Programs. This initiative includes participation in CBSRadio.com or other job banks and Internet programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies).</p> <p>The Employment Unit has made significant contributions to the CBS Radio career website (www.cbsradio.com), which contains information designed to inform the general public of the numerous and varied career opportunities available in the broadcasting industry and of the job skills necessary to compete for them. Listeners to the stations are regularly directed to visit CBSRadio.com to view all available job opportunities with CBS Radio Boston</p>	On-Going	Market EEO Compliance Officer

Stations WZMX(FM), WRCH(FM), WTIC(AM) and WTIC(FM) are Equal Opportunity Employers.

Attachment A

JuJu.com- <http://www.job-search-engine.com/>

SimplyHired – www.simplyhired.com

Indeed – www.indeed.com

Lycos Classifieds – <http://jobs.lycos.oodle.com/>

OLX Classifieds – <http://www.olx.com/>

Oodle – <http://jobs.oodle.com/>

MySpace (Jobs) – <http://www.myspace.com/simplyhiredjobs>

LinkedIn (available on web tab only) – <http://www.linkedin.com/>

Zoominfo.com – <http://www.zoominfo.com/>

Spoke.com – <http://www.spoke.com/>

HR.com – <http://www.hr.com/>

Jobirn - <http://www4.jobirn.com/>

**Stations WZMX(FM), WRCH(FM), WTIC(AM) and WTIC(FM)
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Attachment B

Direct Employers Association Job Syndication Alliances Recruitment Sources

**Stations WZMX(FM), WRCH(FM), WTIC(AM) and WTIC(FM)
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