



( ) Check here if additional Full-Time Job Vacancies filled are listed on an attached sheet, using identical format.)

## 5) MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Phone Number:	Did Recruitment Source Request Notification? (Yes or No)
(1) Bidwell Training Center, Inc.	Jeanne Barnes/Paul Kubrick	1815 Metropolitan Avenue Pittsburgh, PA 15233	412-323-4000	Yes
(2) Goodwill of South Western PA	Robert S. Foltz Building/Andrew Sabo	118 52nd Street Pittsburgh, PA 15201	412-632-1736	Yes
(3) NAACP Pittsburgh	Ms. M. Gayle Moss	2203 Wylie Avenue Pittsburgh, PA 15219	412-471-1024	Yes
(4) NAACP Greensburg	Rev.Dr.Jack Sullivan, Jr.	1011 Old Salem Road, Suite 207 Greensburg, PA 15601	724-838-9146	Yes
(6) National Black MBA's	Ms. Kyshira S. Moffett/Secretary	P.O. Box 3502 Pittsburgh, PA 15230	412-741-9320	Yes
(6) Renewal, Inc.	Denise Deroba	601 Grant Street Pittsburgh, PA 15219	412-690-2445	Yes
(7) Saint Vincent College	None	300 Fraser Road Latrobe, PA 15650	724-532-6600	Yes
(8) Urban League of Pittsburgh	Employment & Training Dept . Deb Wanamaker	610 Wood Street Pittsburgh, PA 15222-2222	412-227-4802	Yes
(9) Urban League of Shanago Valley	Erin Houston	601 Indiana Avenue Farrell, PA 16121	724-981-5310	Yes
(10) Life's Work, Career Connections	Mr. Ed O'Rourke	1323 Forbes Avenue Pittsburgh, PA 15219	412-471-2600	Yes
(11) Bradford School	Katherine Banaszak Director of Placement	126 West Station Square Drive Suite 129 Pittsburgh, PA 15219-2602	412-391-6710	Yes
(12) Department of Labor and Industry Office of Vocational Rehabilitation	John Miller Vocational Rehab Supervisor	531 Penn Avenue Pittsburgh, PA 15222	412-392-5490	Yes
(13) Lee Hecht Harrison	Bernie Varacalli	381 Mansfield Avenue Greentree Commons, Suite 300 Pittsburgh, PA 15220	412-733-2500	Yes
(14) University of Pittsburgh	Career Services	224 William Pitt Union Pittsburgh, PA 15260	412-648-7130	Yes
(15) University of Pittsburgh Greensburg <a href="mailto:pgintern@pitt.edu">pgintern@pitt.edu</a>	Offices of Career Services	219 Chambers 150 Finoli Drive Greensburg, PA 15601	724-836-7575	Yes
(16) Community College of Allegheny Cty.	Robert Kmetz	800 Allegheny Avenue Pittsburgh, PA 15233	412-237-3100	Yes
(17) Life Path	Ann Marie Surovy	22 Almont Raod Sellersville, PA 18960	215-257-0471	Yes
(18) Waynesburg University	Marie Coffman	51 West College Street Waynesburg, PA 15370	724-582-3399	Yes
(19) College of Communications Penn State	Robert Martin	208D Carnegie Building University Park, PA 16802	412-648-7130	Yes
(20) Council of Three Rivers American Indian	K.Jevsevar	120 Charles Street Dorseyville, PA 15328	412-782-4457	Yes
(21) Grove City College	Linda Reash	200 Campus Drive Grove City, PA 16127	724-458-3371	Yes
(22) Robert Morris	Beth Miller	6001 University Blvd Moon Twp., Pa 15108	412-262-8224	Yes
(23) Syracuse University	Career Services	235 Schine Student Center 303 University Place Syracuse, NY 13244	315-443-3616	Yes
(24) LaRouche College	Pam Golubski	9000 Babcock Blvd. East Campus AB-211 Pittsburgh, PA 15237	412-367-9300	Yes
(25) Seton Hill University <a href="mailto:gcarter@setonhill.edu">gcarter@setonhill.edu</a>	None	Seton Hill Drive Greensburg, PA 15601-1599	724-552-4390	Yes
(26) Indiana University of PA	Dir. of Career Services	Pratt Hall, Room 302 900 Maple Street Indiana, PA 15701	Iup.edu/sec	Yes
(27) Edinboro State University <a href="mailto:mclem@edinboro.edu">mclem@edinboro.edu</a>	Monica Clem Center for Career Services	106 Mc Nerney Hall Edinboro, PA 16444	814-732-2781	Yes

(28) Duquesne University	Career Services	G1 Rockwell Hall 600 Forbes Avenue Pittsburgh, PA 15282-0104	<a href="mailto:Careerservices@duq.edu">Careerservices@duq.edu</a>	Yes
(29) Point Park University <a href="http://pointpark.erecruiting.com">http://pointpark.erecruiting.com</a>	None	201 Wood Street Pittsburgh, PA 15222	412-391-4100	Yes
(30) Carlow College	Erin Bridgen	3333 Fifth Avenue Pittsburgh, PA 15213	412-578-6196	Yes
(31) Chatham University	Monaca Ritter	106 Woodland Road Pittsburgh, PA 15232	412-365-1209	Yes
(32) N.E.E.D. Law & Finance Building	Dr. Marcia Sturdivant PHD	429 4 <sup>th</sup> Avenue 20 <sup>th</sup> Floor Pittsburgh, PA 15219	412-566-7397	Yes
<b>WEBSITES/EMAILS</b>				
(33) PBMF Pittsburgh Black Media Federation	Mr. Ervin Dyer	P.O. Box 22091 Pittsburgh, PA 15222-0091		Yes
(34) Media Associaton of Pittsburgh	mediaofpittsburgh@gmail.com	P.O. Box 25319 Pittsburgh, PA 15220		
(35) Dept. of Veterans Affairs <a href="mailto:Samuel.green@va.gov">Samuel.green@va.gov</a>	Samuel Green, MS	1010Delafield Raod Building 69, 122B-A Pittsburgh, PA 15215	412-822-1248	Yes
(36) Resource Online Publication <a href="mailto:Lisa.sawich@cbsradio.com">Lisa.sawich@cbsradio.com</a>	Sarah Orris Director of Recruitment Services	651 Holiday Drive, 2nd Floor Pittsburgh, PA 15220	412-920-9400 ext. 112	NA
(37) Pittsburgh Career Institute	Ernie Junstrom	421 7 <sup>th</sup> Avenue Pittsburgh, PA 15219	412-281-2600 ext 125	Yes
(38) KDKA-RADIO <a href="http://www.kdkaradio.com">www.kdkaradio.com</a>	Marianne Hurley	651 Holiday Drive Pittsburgh, PA 15222	412-575-2501 412-575-2507	NA
(39) KDKA-TV / WPCW-TV Internal <a href="http://www.kdka.com">www.kdka.com</a> <a href="http://www.wpcwtv.com">www.wpcwtv.com</a>	Jorgeann Tamburo/Geri Ewing	420 Ft.Duquesne Blvd. Suite 100 Pittsburgh, PA 15222	412-575-2501 412-575-2507	NA
(40) Broadcast Employmnt Services <a href="http://www.TVjobs.com">www.TVjobs.com</a>	None	P.O. Box 4116 Oceanside, CA 92052	760-754-8177	Yes
(41) Media Line <a href="http://www.medialine.com">www.medialine.com</a>	Mark Shilstone, Manager <a href="mailto:mark@medialine.com">mark@medialine.com</a>	P.O. Box 51909 Pacific Grove, CA 93950	800-237-8073	Yes
(42) Pgh. Technical Institute	Darlene Pritt	111 McKee Road Oakdale, PA 15071	412-809-5100	Yes
(43) Nat'l Academy of TV Artists and Sciences	Tara Faccenda, Executive Director	85 Overlook Circle Garnet Valley, PA 19060	610-859-8886	Yes
(45) The Leadership Institute	Patricia Simpson	1101 N.Highland Street Arlington, VA 22201	703-247-2001	Yes
<b>FOR GRAPHIC POSITIONS ONLY</b>				
(46) The Art Institute of Pittsburgh Robert Mills	<a href="mailto:rjmills@aii.edu">rjmills@aii.edu</a> Career Advisor	420 Blvd of The Allies Pittsburgh, PA 15219		412-263-3805
<b>FOR SALES/MANAGEMENT POSITIONS ONLY</b>				
(47) Spot N Dot's	None	1744 Patirots Way NW Kennesaw, GA 30152		
(48) TV Week	Chuck Ross <a href="mailto:chkross@tvweek.com">chkross@tvweek.com</a>	5500 Stansbury Ave Sherman Oaks, CA 91401		Yes
(49) Broadcasting & Cable	None	28 East 28 <sup>th</sup> Street 12 <sup>th</sup> Floor New York, NY 10016	212-378-0400	Yes
<b>FOR TALENT POSITIONS ONLY</b>				
(50) Collective Talent <a href="mailto:info@michaelsmedia.com">info@michaelsmedia.com</a>	Michael Billie	1721 Richardson Place Tampa, FL 33606	813-254-9695	Yes
<b>FOR ENGINEERING POSITIONS ONLY</b>				
(51) Triangle Tech	Brian Dayton-Career Advisor	1940 Perrysville Avenue Pittsburgh, PA 15214	412-359-1000 Ext. 7189	Yes
<b>FOR MARKETING POSITIONS ONLY</b>				
(52) Graeme Newell 602 Communications	Sandy Lizik	1011 Lyndhurst Falls Lane Knightdale, NC 27545	919-217-4438	Yes
<b>MISCELLANEOUS SOURCES</b>				
(53) Employee Referral				
(54) Industry Referral				
(55) CBS Applicant Tracking System	Avature			

**6) Hiree Recruitment Source Summary.** List the Recruitment Source that referred the Hiree for each full-time vacancy during the proceeding year.

<u>Name of Hiree</u>	<u>Name of Recruitment Source</u>
(1) █████	Current Temp Agency Worker
(2) █████	Employee Referral
(3) ████████	Current Per Diem
(4) █████	KDKA Jobs Posting
(5) ████████	Current Employee Promoted
(6) ████████	KDKA Jobs Posting
(7) ████████	KDKA Jobs Posting
(8)	
(9)	
(10)	
(11)	
(12)	
(13)	
(14)	
(15)	

**7) Total # of Interviewees Referred by Each Source:** For the period from April 1, 2017 to March 31, 2018, this Employment Unit interviewed 53 interviewees for full time and part time job vacancies.

<u>Recruitment Source</u>	<u>Number of Interviewees Referred</u>
(1) Current F.T. Employee	1
(2) Inside Temporary Worker/Stivers Staffing	1
(3) CBS Jobs Website	42
(4) Previous Applicant	0
(5) CBS Company Referral	1
(6) Internal Candidate	4
(7) Employee Referral	1
(8) Current Per Diem	1
(9) Current Intern	0
(10) Company Referral Radio	1
(11) Agency Referral	1
(12) Current Temp Agency Worker	0

(Check here if additional Recruitment Sources are listed on an attached sheet, using identical format.)

**8) Supplemental Recruitment Measures.** 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**

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p>Internship and Job Fair Point Park University – Pittsburgh, PA</p> <p>Connecting students from the sports, news, arts and entertainment management departments to employers</p>	9/28/17	<p>Dan Braddock, Marketing Manager Jorgeann Tamburo, Controller/HR Director Geri Ewing, Payroll/HR Analyst</p>
<p>Work Matters Pittsburgh Office of Vocational Rehabilitation PNC Plaza – Pittsburgh, PA Developed to recruit employees with disabilities.</p>	10/12/17	<p>Jorgeann Tamburo, Controller/HR Director Geri Ewing, Payroll/HR Analyst</p>
<p>Work Matters Career Fair for HS Students Sponsored by PNC Bank PNC Tower – Pittsburgh, PA Youth focused career fair. How to prepare youth for employment. Opportunity for high school students to interact with employment professionals.</p>	10/13/17	<p>Dan Braddock, Marketing Manager Matt Barba, Commercial Production Shane Lucas, Account Executive</p>
<p>Junior Achievement Career Fair Monroeville Convention Center, Monroeville, PA</p> <p>Guest Speakers – Careers in Broadcasting</p> <p>Junior Achievement (JA) inspires and prepares young people to succeed in a global economy. JA gives young people the knowledge and skills they need to own their economic success, plan for their future and make smart academic and economic decisions</p>	11/29/17	<p>Rick Dayton, Anchor Zach Herrmann, Account Executive Dan Braddock, Marketing Manager</p>

**(b) Internship**

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
KDKA TV and WPCW-TV offer Internships during school semesters. The students selected are college juniors, seniors. Selected 2 interns for summer semester.	Summer 2017	Jorgeann Tamburo, Controller/HR Director Anne Linaberger, News Director
Apprentice Program  News Apprentice Program to help candidate develop strong newsroom leadership skills in the behind the scenes editorial opportunities.	June thru December 2017	Anne Linaberger, News Director Jorgeann Tamburo, Controller/HR Director
Emma L. Bowen Foundation Internship Diversity Initiative Participation where students earn an hourly salary as well as matching funds for scholarships	Summer 2017	Anne Linaberger, News Director

**(b) Participation in Events.**

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
Pittsburgh Business Show Convention Center, Pittsburgh, PA Key event sponsor that provided platform to educate businesses on advertising media: how to position and grow your business.	April 19 – 20, 2017	Lisa Edmonds, Local Sales Manager
Ad Club, School of Media and Communication Temple University, Philadelphia, PA Creative Career Alumni Panel and Mixer Topic: Career opportunities in advertising with an emphasis on Sports Business.	4/24/17	Evan Rosenberg, Local Sales Manager
Osher Lifelong Learning Institute University of Pittsburgh, Pittsburgh, PA College of General Studies Topic: Reporting experiences and perspective on the future of journalism in the internet age	5/15/17	Ken Rice, Anchor
Pittsburgh Black Media Federation's Frank Bolden Urban Journalism Workshop – A highly competitive training program for minority high school students. The workshop is held in five sessions at Point Park University. Students attend free of charge and it is designed to encourage high school youths to enter the profession of journalism. Students work with instructors who are members of the organization and individuals who are employed in local media, for rigorous training in meeting deadlines, producing and editing a paper and producing and delivering a television and radio news program. The workshop is open to 30 students from public and private high schools throughout the nation, though preference is given to Pittsburgh area students. . Many businesses and community organizations donate time, money and effort to ensure the success of the workshop.	July 15 – August 5, 2017	Olga Geroge, Assignment Desk Editor

KDKA-TV Studios, Pittsburgh, PA Point Park University Journalism Students Studio tour and discussion of careers in news broadcasting.	9/21/17	Susan Koeppen, Anchor Stacy Smith, Anchor Anne Linaberger, News Director
STEM Girls Rock Science Carnegie Science Center, Pittsburgh, PA Fostering a movement to help students understand academic disciplines of Science, Technology, Engineering and Mathematics. Emphasis on the discipline of Meteorology and the career of being a Meteorologist.	September 23-24, 2017	Lisa Edmonds, Local Sales Manager Dan Braddock, Marketing Manager Ron Smiley, Meteorologist Kristen Emery, Meteorologist
Public Relations Society of America Local Chapter of PRSA, Point Park University Innovation Center, Pittsburgh, PA Topic: Ethics in Media	9/28/17	Anne Linaberger, News Director
Point Park University Pittsburgh, PA Panel Topic: Police and the Media	10/10/17	Anne Linaberger, News Director
Communications Class Point Park University, Pittsburgh, PA Topic: Feature Reporting	11/2/17	David Highfield, News Reporter
Inclusion Caucus Duquesne University, Pittsburgh, PA Topic: Diversity and inclusion in the marketing and advertising space	11/13/17	Eric Williams, Account Executive
Mass Communications Class, Point Park University KDKA-TV Station, Pittsburgh, PA Topic: Broadcast media as part of an overview of mass communications practices and procedures	11/14/17	Olga George, Assignment Desk
Junior Achievement of Western PA – Pittsburgh, PA Guest Speaker – Careers in Broadcasting Inspiring young people for a career in sales and broadcasting	11/29/17	Rick Dayton, Anchor Zachary Herrmann, Account Executive Dan Braddock, Marketing Manager
Pittsburgh Black Media Federation Homewood Library, Homewood, PA Topic: Read-In that promotes literacy in the urban community.	2/3/18	Olga George, Assignment Desk
Career Discovery Day hosted by KDKA-TV Montour High School students Program to connect students to sales career opportunities in media and digital sales and commercial production so that they can learn the benefits and excitement of working in broadcasting.	2/12/18	Lisa Edmonds, Local Sales Manager Alex Egan, Account Executive Suzanne Franus, Digital Sales Manager Jim Larkin, Account Executive Chris Loewer, Commercial Editor Michelle Hills, Commercial Producer
USC Coterie Nevillewood, PA Topic: News isn't always negative: The importance of positive stories	3/8/18	David Highfield, Reporter

**(d) Training Management Personnel.**

Description of Training:	Personnel Involved: (Name and position)	Describe Training:
Employee Business Conduct Statement Certification and Training Course	On-line bi-annual training program for all full-time employees; training for all new hires at the time they are hired	Affirmation of CBS's commitment to the highest standards of appropriate and ethical business behavior. How to determine what is right and appropriate and how to seek help when necessary.
CBS Eye on Ethics Sexual Harassment: Maintaining a Respectful Workplace (September 2017)	On-line training program for all full-time employees	Promoting a harassment free work environment in the workplace.
CBS Eye on Ethics Sexual Harassment: Leading a Respectful Workplace (September 2017)	On-line training program for all managers.	Understanding how to recognize and respond to any sexual harassment, bullying behavior.
Information Security Awareness (December 2017)	On-line training program for all full-time employees.	Outlines employee's legal responsibility to safeguard the personal information we may collect and hold on individuals, customers, employees and suppliers.
CBS Eye Learn Diversity and Inclusion Training: Unconscious Bias (March 2018)	On-line training program for all full-time employees	Reinforces that creating an inclusive and respectful work environment is critical to our Company's success.