



EEOC Explore

EEO-3 Dashboard User Guide

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Introduction

EEOC Explore is an interactive data query and mapping tool that gives users access to the most current aggregate of EEO-1, 3, 4, 5 and Enforcement and Litigation Statistics data that is publicly available. The user-friendly tool enables stakeholders to explore privacy-protected data and compare trends across a number of categories (including location, sex, race and ethnicity, job type, employee type, and industry sector) without the need for computer programming or statistical analysis experience.

As part of its mandate under Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Commission requires periodic reports from public and private employers, as well as unions and labor organizations to indicate the composition of their work forces by sex and race/ethnic category.

This document can be referenced to aid in the use of EEOC Explore dashboard for EEO-3 data.

EEOC collects membership diversity data from referral local unions with 100 or more members within 50 U.S. states and District of Columbia. The reporting unions provide figures on their membership totals, applicant totals, and referral totals by sex and race/ethnic groups as of December 31st of the collection year. The EEO-3 data collection is conducted biennially on every even-numbered year.

EEOC Explore Overview

Features

EEOC Explore uses Tableau software. The following features have been implemented in the initial release of the EEO-3 data dashboard:

- One interactive Dashboard, providing a specific view of data using relevant maps and graphs
- Dynamic Visual Graphs that respond to filter(s) and action(s) on maps
- Filter and sort data
- View details about specific data points through Tooltips

- Select marks to highlight data points in the view
- Time Trends
- Comparison between geographic locations
- Legends & dynamic titles
- Export screen display to PDF
- Download underlying data from visual objects

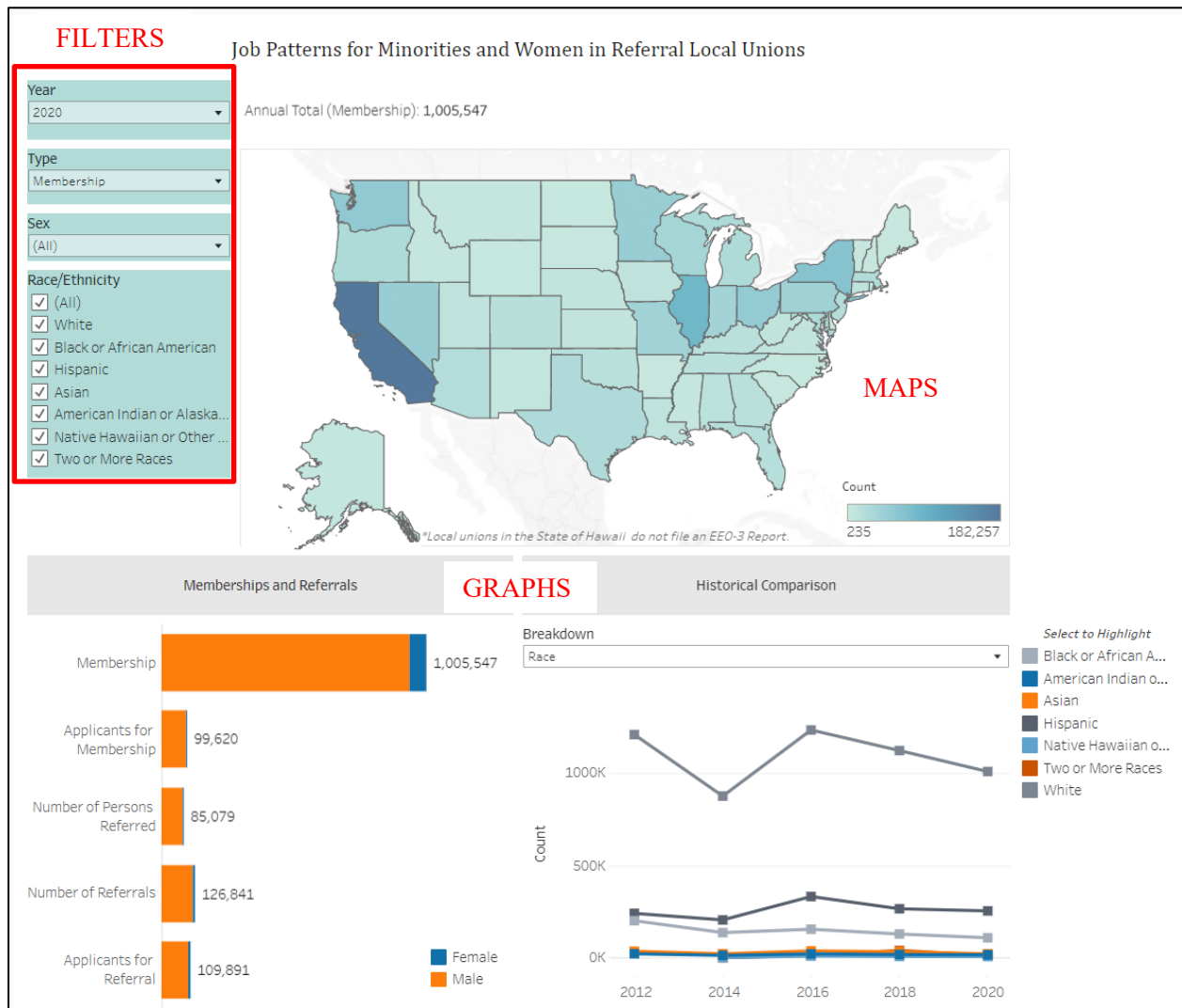
Source Data

EEOC Explore uses de-identified Public Use Files (PUF) as the source data. The EEO-3 PUF files contain aggregated member counts at national and state levels across a multi-year span of time. Union aggregates are categorized by sex, race, employment, and geographic areas. The files were processed through a series of data protection techniques to suppress identifiable information. As a result, employees and employers are protected in the released data.

User Interface

EEOC Explore uses integrated dashboards for displaying data. As shown in Figure 1, dashboards are displayed as tabs along the top panel of the user interface and the filters are shown along the left panel of the screen. The tool presents information based on selected filter(s) within the domain of the dashboard.

Figure 1. General Screen Layout



There are two ways of visualizing data on each dashboard:

- 1) Navigation through Filters: A change in a filter can affect the graphs.
- 2) Navigation through 'Geo Actions': User actions on the map can change information on graphs for a given set of filters.

Filters

The following filters are available in the current version of this application:

1. Year
2. Type
3. Sex

4. Race/Ethnicity
5. Breakdown (within the Historical Comparison)

Year, Type, and Sex filters allow one value at a time. The Race/Ethnicity filter allows multiple selection of values from its dropdown list.

A brief description of each filter is provided below:

1. **Year:** The default value is the most recent year in the database. In the current release, available selection options are:
 - 2020
 - 2018
 - 2016
 - 2014
 - 2012

2. **Type:** Default: Membership
Available selection options are:
 - Membership
 - Applicants for Membership
 - Number of Persons Referred
 - Number of Referrals
 - Applicants for Referral

3. **Sex:** Default: (Male and Female)
Available selection options are:
 - Female
 - Male
 - (All)

4. **Race Ethnicity:** Default: (All Race/Ethnicity)
Available selection options are:
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Hispanic

- Native Hawaiian or Other Pacific Islander
- Two or more Races
- White
- (All)

5. **Historical Comparison Breakdown:** Default: Race

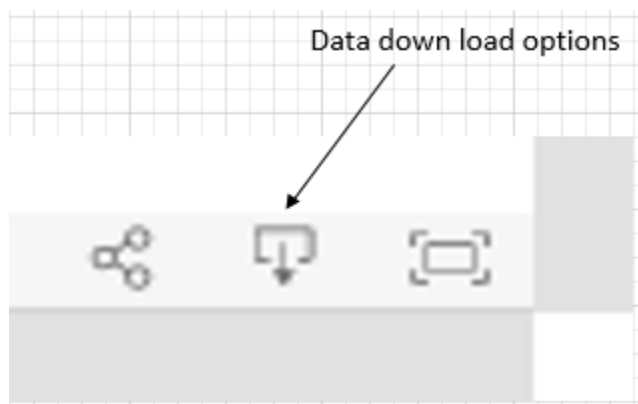
Available selection options are:

- Sex
- Race
- State
- Overall
- Type

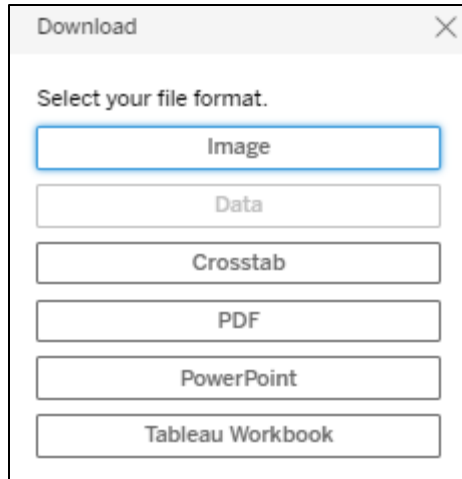
Data Download Options

Data and objects can be downloaded in several ways. When the focus is on the map or plot objects, the data window can be opened by pressing the Control+Shift+Enter keys simultaneously. This instruction is provided by a screen reader as well.

A button for download options is available along the bottom right corner of the screen, as shown below. A keyboard user can use the Tab key to go to the Tableau logo on the bottom left corner of the screen, and then use the Right Arrow key to reach this download button.



When the download button is clicked or selected by a keyboard, the following options are presented to the user:



Accessibility

To enable independent use of the application, EEOC Explore supports screen readers for blind and visually impaired individuals. A free version of the NVDA screen reader software can be downloaded from the following site: <https://www.nvaccess.org/download/>

For additional information on the NVDA software and system requirements, please visit:

<https://www.nvaccess.org/about-nvda/>

NVDA quick reference command keys information is available at:

<https://www.nvaccess.org/files/nvdaTracAttachments/455/keycommands%20with%20laptop%200keyboard%20layout.html>

A keyboard can be used for navigating through objects on the user interface as well.

Comments and Feedback

EEOC Explore has been developed as a prototype to modernize the data dissemination process. This application is expected to be upgraded in the future to meet user needs. Please feel free to send your comments at: OEDA@EEOC.GOV.

Appendix 1. Description of EEO-3 Types

A “Referral Union” is a term which describes unions under whose normal methods of operation, individuals customarily and regularly seek or gain employment through referral by the union or an agent of the union. The major Types are listed below, including a brief definition.

Membership: The number of good-standing members of a local referral union any time since December 31st of the preceding year. For the 2020 EEO-3 Report, it would be any time between December 31, 2019 and December 31, 2020.

Applicants for Membership: The number of applications to join received by a local referral union any time since December 31st of the preceding year. For the 2020 EEO-3 report, it would be any time between December 31, 2019 and December 31, 2020.

Number of Persons Referred: The number of individual persons referred to a job during the selected consecutive two-month period between August 1 and November 30 of the surveyed year.

Number of Referrals: The number of referrals the persons identified in “Number of Persons Referred” were sent out (i.e., referred) during the selected consecutive two-month period between August 1 and November 30 of the surveyed year. If a member is sent out (i.e., referred) more than one time during the selected two-month period, the total number of these referrals must be included in “Number of Referrals.”

Applicants for Referral: The number of persons who were applicants for referral during the selected consecutive two-month period between August 1 and November 30 of the surveyed year.