General Instructions for EEO Data Tool

All tables included Race/Ethnicity and Sex. Geography varies depending on level of detail.

1. Choose Table
   - Occupation
   - Education

   ★ If Occupation - choose level of detail for occupation codes:
     A - Census (471 codes) (DataSets 1, 8, 14)
     B - OPM (268 codes) (DataSets 2, 9, 15)
     C - State and Local Government or EEO-4 (8 codes) (DataSets 5, 12, 18)
     D - EEO Occupation Groups (14 codes) (DataSets 3, 10, 16)
     E - EEO-1 Job Categories (9 codes) (DataSets 4, 11, 17)
     F - Employment by Occupation (471) by Age - Worksite (DataSet 22)
     G - Employment by Occupation (471) by Industry - Worksite (DataSet 23)
     H - Employment by Occupation (471 by Earnings - Worksite (DataSet 24)

   ★ If Education - choose level of detail and either residence or worksite
     A - 5 Levels of Education (Younger Age Group) (DataSets 6, 13, 19)
     B - 6 Levels of Education (Younger Age Group) - Residence (DataSet 7)
     C - 6 Levels of Education by Occupation - Worksite (DataSet 20)
     D - 5 Levels of Education by Occupation - Worksite (DataSet 21)

2. Choose Geography
   A- Residence
     Where people live (DataSets 1-7)
   B- Worksite
     Where people work (DataSets 8-24)

3. Choose level of Geography - Level of geography depends on level of occupation code detail selected
   A - Residential DataSets: (Where people live)
     U.S. Total (DataSets 1 - 5, 7)
     State (DataSets 1 - 5, 7)
     MSA/PMSA (DataSets 1 - 5, 7)
     County Sets (Aggregates of counties or counties of 50,000 or more) (DataSets 1, 2)
     All Counties (DataSets 3 - 6)
     Places of 50,000 or more (DataSets 3 - 6)

   B - Worksite DataSets: (Where people work)
     U.S. Total (DataSets 20, 22, 23, 24)
     Counties of 100,000 or more (DataSets 21 - 24)
4. **Select specific geography**: Select specific state, county, county set, MSA/PMSA, or place by name

5. **Choose sort order**
   - ★ Sort by occupation codes
   - ★ Sort Alphabetically

6. **Choose occupation categories**
   1. Select one category at a time by using the **Ctrl** key **OR**
   2. Select a range using the **Shift** key at the beginning and end of the range.

7. **Designate race categories**:
   A - All available categories - “Show Detailed Race/Ethnicity Categories”
   B - White Alone, Not Hispanic and All Other
   C - Select from the list to create a custom list of races

8. **Designate Output Options**
   A - Show Total of Selected Geographies & Occupations
   B - Create a CSV (comma separated values) file for download - this is used if the user wants to download the file in some spreadsheet program. The file will open in whatever spreadsheet software package the user designates.

9. **Two tables will be produced**: first with data estimates in numbers
    second with data in percentages - (percent of total of occupation, not percent of individual sex)

**NOTE**: Percentages may not add total due to rounding. For information on confidentiality protection, sampling error, nonsampling error, and accuracy of the data, see [http://www.census.gov/prod/cen2000/doc/sf3chap8.pdf](http://www.census.gov/prod/cen2000/doc/sf3chap8.pdf)