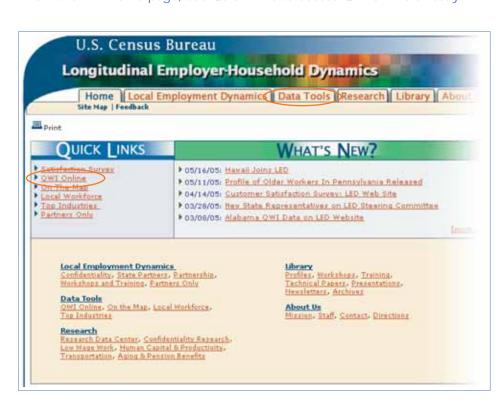
#### Getting Started Using QWI Online: Local Employment Dynamic's Quarterly Workforce Indicators

Looking for labor market information for your state, county, workforce area, or metropolitan area? Need data on employment, job creation, turnover, and earnings by industry, age, and sex? Seeking dynamic information that reflects the rapidly changing economy? Desperate for up-to-date information for policy planning and to help identify strategic trends? These are all available through the U.S. Census Bureau's QWI Online, a data set of eight labor market indicators reported on a quarterly basis by states in partner-ship with the Census Bureau's Local Employment Dynamics program.

This brochure is designed to help you navigate through QWI Online to access this unique labor market information that combines records and demographic data in four easy steps.

Go to the Census Bureau's home page at **<www.census.gov>** and access "Local Employment Dynamics" from the link listed under Business. You can also get to the LED site from **<http://lehd.dsd.census.gov>**.

From the LED home page, use QuickLinks to access QWI Online directly.



Hint: If you want to read more about QWI, click on the "Data Tools" tab, and then select QWI Online where you will find more descriptive information about the indicators and how they are derived.

### Select Your Geography

To select your geography, select from the states shown in dark blue or use the pull down menu. States shown in light blue are not yet producing QWI data or may not yet be a partner in the LED program. However, states are joining the program regularly, so be sure to check the "State Partners" page of the LED Web site

#### <a href="http://lehd.dsd.census.gov/led/led/statepartners.html">http://lehd.dsd.census.gov/led/led/statepartners.html</a>

to see what stage of the partnership your state is in.



Now that you've accessed the desired state in QWI Online, you can define your local geography. The default for QWI Online is county level data with counties listed in alphabetic order. In our example, below, for Colorado, Adams County appears first.



Eight workforce indicators are displayed (shown above). You can learn more about the eight indicators by clicking on ①.

You can change the "Geographic Grouping" from County (the default) to Metro or WIA (Workforce Investment Area). In our example, we will use the Metro area of Boulder-Longmont. *Currently, the Metro option provides data for only the portion of the metro area that is within the state you selected.* 

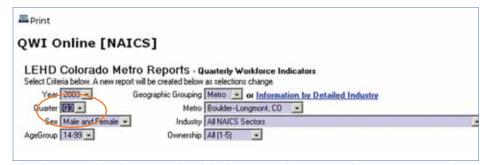
In addition to the results for your selected geography, i.e., Boulder-Longmont metro, QWI Online automatically provides state totals for easy comparison.

Hint *It's important to select the geography BEFORE the demographics;* if you set the time period and demographics first and then change the geography, the time and demographics will reset to the default settings.

# Choose Your Time Period and Demographic Characteristics

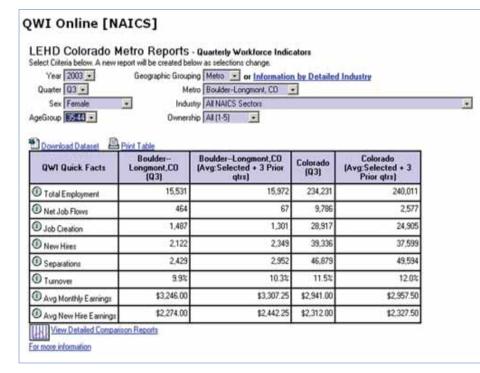
As you can see in Step 1, the default period is set to the most recent quarter for which a full data set is available. In this case, we see 2004 and Quarter 01 (you may find data for one quarter more recent but this will not be a complete data set; it will be limited to two indicators only). All states in QWI Online have data dating back to at least 2001.

For our scenario, we will pick 2003 and 3<sup>rd</sup> quarter.



The demographic characteristics defaults are as shown: Age Group = 14–99 and Sex = Male and Female. We will use females, age 35–44, for our example.

Notice how the data refresh with each selection.

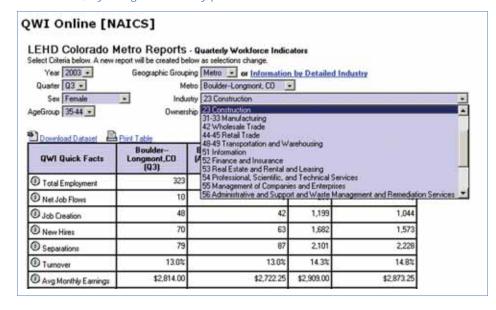


The QWI Online gives you data for the quarter we selected (3<sup>rd</sup> quarter) and also provides an average for the selected quarter and three previous quarters. This might be useful in pointing out seasonality in hiring, wages, etc. The data for the entire state are also shown allowing you to compare labor market conditions for your local geography to that of the state.

# Select a 2-Digit NAICS Sector

QWI Online provides data in North American Industrial Classification System (NAICS) and also in Standard Industrial Classification (SIC). The default is the more current NAICS (see Note below).

NAICS groups the economy into 20 broad sectors so if you want more than just Total Employment, you can select a NAICS 2-digit sector, such as "23 Construction," shown here, by using the Industry pull down menu.



Note: To show data using SIC, you must select the option shown at the beginning from the QWI Online map of states. The historical series for SIC data goes back as far as 1000 for some states.

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HINT: These data are updated each quarter so if the results you get are not the same as shown here, the data on the web site have probably been updated.

# Select a 3-Digit NAICS Industry

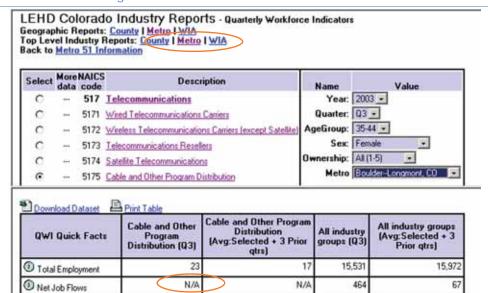
You can select more detailed NAICS data using the link "Information by Detailed Industry," to the right of the Geographic Grouping menu. This allows you to look at workforce indicators by 3– and 4–digit industries.



Notice that by clicking into the Detailed Industry information, our selected demographic characteristics, time, and geography have all reverted to default settings. In order to replicate the settings we used in Step 2 above (Boulder-Longmont Metro, 2003, quarter 3, female, age 35–44), you must set all your variables in this order. First, to restore our Metro area, now shown as County = 08 Colorado, go to Top Level Industry Reports near the top of the upper screen and select Metro.

Next, select your 3– or 4–digit NAICS industry by clicking on the word "More" next to the 2–digit sector. We'll select Information (Sector 51) and click "More", going to 517 Telecommunications at the 3–digit level and then to 5175 Cable and Other Program Distribution at the 4–digit level (you can read the definition of an industry by clicking on the underlined words).

Last, we set our time to 2003, quarter to 3, age to 35–44, females only, and select Metro = Boulder-Longmont.



Steps taken to ensure confidentiality of the individual combined with the increasingly specific industry selection cause an occasional occurrence of "N/A." "N/A" is used when there are inadequate data to report, there are incomplete data for that period, or when disclosure measures might preclude publishing the data. Using a different age group, sex, a larger geographic unit, like county, or the 3-digit NAICS industry 517 may provide more robust data.

CONGRATULATIONS! In four easy steps you've produced timely labor market data for your local area, for a selected time period, and for a certain age and sex of worker. You've also been able to look at data for specific industries. You can now print your table or download data to a spreadsheet using the links just above the table.

Easy Steps:

## QWI Online



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