Federal Employee Viewpoint Survey
Online Reporting and Analysis Tool

Tutorial

January 2013

NOTE:
If you have any questions about the FEVS Online Reporting and Analysis Tool, please contact your OPM point of contact.
Federal Employee Viewpoint Survey (FEVS)
Online Reporting and Analysis Tool Overview

The Federal Employee Viewpoint Survey (FEVS) Online Reporting and Analysis Tool is a web-based capability developed to enable agencies to run online analyses and display various types of reports in real time from a standard web browser.

The Tool offers you the ability to conduct analyses with any subset of variables that you have been authorized to access. It uses a powerful software engine to produce statistics and variance estimates from both simple and complex samples.

The Tool is designed to be user-friendly. For most tasks, simply click on the name of the report or feature you want and follow the directions. This tutorial will guide you through the many features available on the online tool, as well as point out the many options available through the Analysis on Demand feature.

If you have any questions that this tutorial does not answer, please contact your OPM POC.
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Access

Use the link below to access the Online Tool. Your User Name (your email address) and Password will be supplied by your OPM POC.

URL: https://www.dataxplorer.com/FEVS

Login Page

Fill in your email address and password to access your agency’s results. If you have more than one email address, make sure that you use the one that you supplied to your OPM POC.
Home Page

There are three areas of the page where you can make choices:

The brown bar has tabs you can choose to access the Glossary, retrieve the Tutorial, or make adjustments to your account.

The panel of links on the left side of the page provides connections to reports.

The white box shows how many items you have collected in your Cart for download. The Cart option will be discussed in more detail on page 15.

My Account

This section, accessed from the brown bar, allows you to update your profile or change your password.

Your profile consists of your first and last name, and the name of your organization.

Passwords are case-sensitive and must contain:

- 8 to 16 characters
- at least one uppercase character
- at least one lowercase character
- at least one number
- at least one of the following special characters: % # * + - = ? _ !
Reports Section

This section reviews the types of reports and options available with each panel numbered below. The Analysis on Demand link will be discussed in detail in a later section.

From each of the links, you can do one or more of the following:

- View the report(s) listed
- Download the report(s)
- Recreate a report in a different format (see Pre-Configured Reports section)

For many reports, you can either select “View” to see the report immediately, or add them to the Cart to download in a zip file. For some, the only way to download them is to select “View”, and when the document appears, save it to your computer.
**Governmentwide Reports**

This link provides access to the following four PDF reports:

- Governmentwide Management Report
- Report by Agency (2 parts)
- Report by Demographic Questions (2 parts)
- Unweighted Report by Demographic Questions by Agency
Agency Level Reports

There are several types of reports available from this page:

- Annual Employee Survey (AES) Report – contains basic agency-wide survey results. There are two versions of this report available: PDF and Excel
- Agency Management Report (AMR)
- Employee Summary Feedback (ESF) Report – designed to allow easy dissemination of results to employees, highlighting strengths and challenges, as well as areas of improvements.

All of these can be accessed by selecting “View” after the report name or by selection to add to the Cart.
First Level Reports

This link provides access to your agency’s first level subagency reports (if applicable). The reports that are provided at each first level subagency:

- Employee Summary Feedback Report
- Response Rate Report
- Breakout Reports – provides the complete results for one subagency per report.
- Comparison Reports – provides the comparison of all the relevant subagencies within one report.
- Trend Report – similar report as that under “Agency Level Reports,” only at a subagency level.

![Image of 2012 Federal Employee Viewpoint Survey Results]

Based on the 2012 Federal Employee Viewpoint Survey
Lower Level Reports

This link provides access to your agency’s lower level subagency reports (if applicable). The reports that are provided at each subagency level are:

- Response Rate Reports
- Comparison Reports – provides the comparison of all the relevant subagencies within one report.
- Breakout Reports – provides the complete results for one subagency per report.

2012 Federal Employee Viewpoint Survey Results

Below is a screenshot of the 2012 Federal Employee Viewpoint Survey Results page, highlighting the section for lower level reports.
Pre-Configured Reports

This link provides you the ability to manually configure many of your agency’s reports into several different file formats, including Excel, HTML, PDF, and RTF. In addition to changing the file format, you can also choose only the items that are of interest.

This feature allows you to create index reports agency-wide, or for a first level subagency. You can even create your own index, choosing the items you want to be in the index, using the “Index Creation Reports” link.

To begin, choose an index…
Choose a level...

And choose an output format.

Choose “View” to open the report.
To create your own index, choose “Index Creation Reports” on the Pre-Configured Reports page:

Then choose your level,
Agency-Specific Item Reports

Some agencies ask to include additional items on the FEVS. These are items that are of particular interest to that specific agency. If your agency included any additional items, a link to the report download will appear in the left-hand bar labeled “Agency-Specific Item Reports” so you can download the results. Typical agency-specific items ask about things like occupations and agency initiatives.
Cart

This feature is similar to online shopping carts, and allows you to add multiple reports from the different report options to a cart to download at one time. The feature zips all selected reports into one file for downloading to a location of your choice. Navigate to the Cart by clicking the word “Cart” in the white box.

When ready to download the selected file(s), click the “Download Zip File” button at the bottom of the page.
Analysis on Demand

This feature allows you to conduct customized queries of your agency’s data using survey items and/or demographics for one or more survey years. Query results are given in tabular form, which can be univariate frequencies, two-way tables, three-way tables, or year-to-year comparisons. User-defined queries can be saved for later use.

All calculations use the final nonresponse-adjusted weights. Aside from basic frequencies, more advanced statistical quantities such as standard errors and confidence intervals can be requested, as can statistical testing techniques such as year-to-year t-tests and chi-square tests of association. The feature can be accessed by clicking on the “Analysis on Demand” tab on the left-hand side of the screen (see below).

Before trying to obtain any results, it is wise to sketch out, either mentally or on paper, the specific tabulation you wish to create. For example, suppose you were interested in comparing responses of males versus females. One useful way to conduct this type of comparison would be to create a table in which the two gender categories are columns and responses to a particular question(s) are rows. We will use this as our example to demonstrate how to navigate the four basic steps.

The Four Basic Steps

1. Subset

The first step is to declare which survey year(s)’ data you wish to include. For now, we will focus on 2012, but data are available back to 2004, provided your agency participated in all administrations. At this point, you can click the “Next Step” button or the “2. Table Type” tab to continue. (When using the Analysis on Demand feature, it is recommended you avoid navigating via your web browser’s forward and back buttons.)
Table Type

For any query, one of the following table types must be specified:

- **1 Variable** – a one-dimensional table with one or more variables (to be selected in next step) as rows.
- **2 Variable** – a two-dimensional table having both rows and columns.
- **3 Variable** – a series of two-dimensional tables (as above), one for each distinct value of a third variable.
- **Comparisons** – a way to conduct statistical significance tests on item-specific percent positive estimate differences between two or more years.

For the present example, we will select the two-dimensional table option and click on the “3. Variables” tab to proceed.

Variables

In the next step, you assign specific variables to each table dimension. Variables are thematically grouped in folders; click on the plus sign next to the folder to reveal the specific variables available. If your agency included any additional questions at the end of the core survey instrument, they are available from within the “Agency-specific Survey Items” folder. You can either mark the checkbox of a particular variable and use the arrow buttons adjacent to the rows/columns/pages boxes or simply drag and drop into the respective boxes.
Note that checking the “Select Multiple” box allows you to concatenate the row or column dimension with more than one variable, but not nest (i.e., cross) the variables.

For the current example (see below), we moved the gender variable within the demographics folder to the column box and the first three survey items (positive/non-positive categorization only) to the row box.

### Table Contents

After defining the table’s dimensions, you specify how the table’s cells are to be populated within the “4. Table Contents” tab. By default, the table will consist of weighted counts of responses, which may not be of immediate interest. Other choices at this step are cell (table-wide), row, or column percentages. You can also opt for one of three ways to handle missing responses and whether or not to include summary lines (totals) along the row or column dimension.

For the present example, we will request the table’s cells be populated with column percentages so that the questions’ categorizations sum to 100% with respect to individual columns (i.e., gender categories). For the time being, we will ignore the missing responses and include only column totals.
Click on the “Show Results” button to view the query result (see below). There are a few useful features on the query results page worth highlighting. The first is that at any time, query results can be exported directly to Excel by clicking on the “Export to Excel” link.

Another handy feature is the ability to store a query for later use by clicking on the “Save Query As” link (see below). Clicking this link prompts you with a textbox to name the query. Once you click the “Save Query” button, it can be accessed at any time from within the “Saved Queries” tab running along the top banner.
Additional Features

1. Trends

Year-to-year trends can be generated in a variety of ways. One quick and easy method is by clicking on the “Trends” icon on the query results page. This will automatically replicate the current analysis across all available survey years’ data, re-orienting the table as necessary. For example, clicking on that icon in the above example produces the following (scrolling down would reveal a comparable table for females):

<table>
<thead>
<tr>
<th>Col</th>
<th>Year of survey administration (YEAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pos Q1 I am given a real opportunity to improve my skills in my organization. (Q1_pos)</td>
<td>Non-Positive</td>
</tr>
<tr>
<td></td>
<td>Positive</td>
</tr>
<tr>
<td>Pos Q2 I have enough information to do my job well. (Q2_pos)</td>
<td>Non-Positive</td>
</tr>
<tr>
<td></td>
<td>Positive</td>
</tr>
<tr>
<td>Pos Q3 I feel encouraged to come up with new and better ways of doing things. (Q3_pos)</td>
<td>Non-Positive</td>
</tr>
<tr>
<td></td>
<td>Positive</td>
</tr>
</tbody>
</table>

Another method for producing trends is by selecting the comparisons radio button in the “2. Table Type” tab. In addition to multi-year percent positive estimates, this feature offers the capability to conduct year-to-year statistical tests. This will demonstrate next with a simple example.

Suppose you were interested in making comparisons between the 2010, 2011, and 2012 survey years. You would click those three checkboxes in the “1. Subset” tab, select the comparisons radio button in the “2. Table Type” tab, and progress to the third tab where you would see the screen image below. As before, you can drag and drop individual items or click an item’s checkbox and use the right arrow button. For simplicity, we will choose only the first three survey items.
Next, you proceed to the “4. Table Contents” tab, which has a different appearance with fewer options. Towards the bottom of the page, a series of checkboxes allows you to specify which year-to-year tests to conduct. For the present example, we will compare 2010 with 2011 and 2011 with 2012, then click the “Show Results” button.

The results for this query are given below. Note how in addition to the yearly estimates, a set of columns under the heading “p-value” appears. Each corresponds to the p-value for a statistical significance test based on a null hypothesis that the given item’s percent positive estimates are no different—that is, a small p-value (e.g., < 0.05) is suggestive of a significant difference.
Lastly, note that yet another way of producing year-to-year trends is to select more than one year in the “1. Subset” tab and designate year of survey administration as a table dimension.

**Filtering**

Examples thus far have utilized the full data set, which includes all survey respondents for your agency. There are likely occasions when you want to restrict analysis to only a subset, such as a particular office, division, or demographic. This can be accomplished by using the “5. Filters (optional)” tab.

Returning to the previous example comparing males and females across the first three items, suppose that instead of an agency-wide analysis, you wanted to focus on a particular age cohort—namely, respondents less than 40 years old. You can do this by dragging the age group variable from the Demographics folder over to the textbox under the “B. Specify Values” heading. This generates a series of checkboxes corresponding to the distinct categories of the variable. You then select the three categories of age below 40 and click on the “Add to Filter List” button (see below). When you view the query results (not shown), you will notice the figures have changed, reflective of the tabulation being run on only a subset of the original data set.
You can apply more than one filter using multiple variables. Also, note that if you want to filter on a particular subdivision(s) of your agency, you would select the “All agencies” variable from the “Agency/Subagency” folder, select the checkbox for your agency, then click on the button “Filter by Agency 1st Level Subelement.” At this point, you will see a set of checkboxes for the first level breakout (if applicable). You can either select one (or more) and click the “Add to Filter List” button or, if lower levels are available and you want to narrow the analysis even further, you can select the button “Filter by Agency 2nd Level Subelement.” If you choose the latter, a series of checkboxes pertaining to the various second level breakouts (that fall under the first level units selected in the previous step) will appear, and similar logic as before applies.

Filters remain in effect for the duration of the Analysis on Demand session. To view, manage, or delete any of the filters, you can revisit the “5. Filters (optional)” tab at any time.

3 Collapsing Categories of a Variable

Another useful feature is the ability to collapse categories of a variable. For instance, consider the age demographic variable that is comprised of 6 respondent age ranges. Instead of displaying all distinct ranges along a table dimension, suppose you would like to see a simple dichotomy of two age ranges: (1) younger than 40; and (2) 40 and older. You can specify this kind of grouping by clicking on the “Collapse Categories” link from within the “3. Variables” tab.

Suppose you want to compare question response distributions for these two age categories in the same manner as was done for gender above. From within the “3. Variables” tab, you would move the age group demographic to the column box and click on the “Collapse Categories” link.

A new window will pop up (see below). To create a group of respondents who are younger than 40, mark the first three boxes and click the button “Collapse Categories.” By default, the new category is named by concatenating labels from all groups that were collapsed, separating each by a comma. In the textbox under the “New Category” header, however, you have the option to rename the group to something more informative. The process can be repeated for the 40 and older category. Click “Save” to close out of the pop-up window.
Now when we click on the “Show Results” button, the table’s column definitions reflect this collapsed version of age.

Benchmarking

The “6. Benchmarking (optional)” tab contains a feature available for any table type whereby the given query can be compared (i.e., benchmarked) to governmentwide results, results for your agency, or results for a collection of agencies you define. To turn this feature on, simply click on the “Benchmark” checkbox.
You can only specify one benchmark definition at a time. To benchmark to the governmentwide figures, select the “Entire Dataset” radio button. When you click on the “By” radio button, a dropdown box with four additional options becomes available:

- **All Agencies** – allows you to customize the particular agencies comprising the benchmark definition (must include a minimum of three).
- **Size of Agency** – allows you to benchmark against one or more categories of participating agencies based on their population size.
- **Type of Agency** – allows you to benchmark against one or more agency “types.” Definitions for these can be obtained by clicking on the question mark icon located next to the respective checkboxes.
- **My Agency** – allows you to benchmark against agency-wide results, probably only appropriate when you have applied some kind of filter; otherwise, your query and the benchmark query produce identical results.

For brevity purposes, we will only illustrate benchmarking via the fourth option above—other benchmarking methods proceed similarly. Returning the age analysis, suppose you were interesting in benchmarking your agency’s results against the Departments of Agriculture, Commerce, and Education. (Note that in the screen shot below, not all agency checkboxes that are available are visible.) From within the benchmarking tab, you would define the following:

After clicking “Show Results,” note how the age analysis from before is given alongside the comparable analysis conducted on the benchmark data set:
### 2012 Federal Employee Viewpoint Survey

#### Data in table for:
- **Agency:** National Aeronautics and Space Administration
- **Year of survey administration:** 2012
- **Benchmark Dataset:**
- **Year of survey administration:** 2012
- **All agencies:** Department of Agriculture or Department of Commerce or Department of Education

<table>
<thead>
<tr>
<th>Col Pct</th>
<th>Your Dataset</th>
<th>Benchmark Dataset</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Age group (DAGEGRP)</td>
<td>Age group (DAGEGRP)</td>
</tr>
<tr>
<td></td>
<td>Younger than 40</td>
<td>40 and older</td>
</tr>
<tr>
<td>Pos (Q1) I am given a real opportunity to improve my skills in my organization. (Q1_pos)</td>
<td>Non-Positive</td>
<td>16.2%</td>
</tr>
<tr>
<td>Positive</td>
<td>84.8%</td>
<td>73.9%</td>
</tr>
<tr>
<td>Pos (Q2) I have enough information to do my job well. (Q2_pos)</td>
<td>Non-Positive</td>
<td>17.4%</td>
</tr>
<tr>
<td>Positive</td>
<td>82.6%</td>
<td>82.0%</td>
</tr>
<tr>
<td>Pos (Q3) I feel encouraged to come up with new and better ways of doing things. (Q1_pos)</td>
<td>Non-Positive</td>
<td>23.6%</td>
</tr>
<tr>
<td>Positive</td>
<td>76.4%</td>
<td>77.3%</td>
</tr>
</tbody>
</table>