Organizational Skills Questionnaire (DOSQ)

Preparation Guide

The Organizational Skills Questionnaire (DOSQ) is a personality inventory developed by examining the common personality traits found in individuals displaying high levels of organization. Organizational skills focus on optimizing the limited resources of an organization, ensuring that information is never lost or wasted. Individuals with high levels of organizational skills will be able to efficiently place objects and documentation in specific places, as well as keeping track of those places to ensure easy retrieval. They will also be able to communicate clearly with others and will use numerous strategies to keep track of the organization's resources.

The DOSQ focuses on a wide range of traits associated with numerous measures of composure, focus, management, and adaptive behaviors.

Traits assessed by the DOSQ

Work Organization

Communication Clarity

Punctuality

Goal-oriented

Assiduity

Workspace Organization

Strategies

Attentiveness

Completing the Questionnaire

While you are completing the DOSQ, keep in mind that there are no correct or incorrect answers. Similarly, there are no "good" or "bad" traits; some traits are simply more associated with success for specific roles. Here are some tips to help you complete the DOSQ more efficiently:
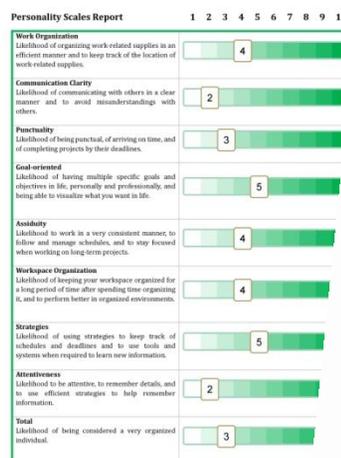
1) You will be asked to rate your answer on a 6-point scale ranging from "Strongly Disagree" to "Strongly Agree".

2) Complete the questionnaire when you feel alert, rested, and are free from potential interruptions.

3) Click on the appropriate case to select a response. Your must respond to all statements to submit your questionnaire.

4) Carefully follow the instructions at the beginning of the questionnaire. Sometimes, you will be asked to think whether a particular statement applies to you in general. Other times, you will be asked to answer a statement from a school/work perspective.

5) Be careful with negatively worded statements. You will sometimes read very similar statements, but worded differently (e.g. "I am very fast" and "I am *not* very fast").

6) Try to discriminate as much as possible by using the full range of options on the 6-point scale to reflect, as closely as possible, your thoughts toward each statement.

7) Avoid trying to select responses that you think are the most desirable, or responses of how you would like to be in the future.

Consulting your Report

Each report provides powerful and detailed information in an easy-to-read format. You will find:

☐ General information about the test
☐ An overview of each personality trait
☐ A complete explanation of each trait score

Our results are instant, allowing you to review a candidate's score as soon as they have completed the assessment.