Organizational Skills Questionnaire (DOSQ)

John Sample

Test Date: April 19, 2018

Test Event ID: 0292

Report Information

This report has been generated using the results from the Organizational Skills Questionnaire (DOSQ). The DOSQ was developed by examining the common personality traits found in individuals displaying high levels of organization. Organizational skills are a key competency focusing 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, be punctual, use numerous strategies to keep track of the organization's resources, and will be attentive to details, allowing them to remember a vast range of information due to proper strategies for information recall.

This report presents nine personality scales based on the candidate's own responses to a set of 38 items. Research has shown that the DOSQ is a valid measure of organizational skills.

The scales have been generated by comparing the candidate's responses to a pool of several thousand of other people's, giving a comparison of personality traits in the form of deciles (i.e. 10 percentile groups).

Scores of 5 and 6 are considered average compared to the comparison group. Below is a short description of how each score relates to the comparison group.

1 – 2	Lower than most people
3 – 4	Slightly lower than most people
5 – 6	Similar to most people
7 – 8	Slightly higher than most people
9 – 10	Higher than most people

It is important to note that low scores do not necessarily mean poor performance. A lower score simply signifies a lower self-reported tendency to exhibit a particular personality trait. It is sometimes preferable to exhibit low tendencies towards certain personality traits in some roles.

The information contained in this report is confidential and should be stored securely. The information in this report is likely to remain valid for up to 18 months from the date of taking the questionnaire.

Disclaimer

This report has been computer-generated through the web-portal of ABEL Project and it cannot be guaranteed that this report has not been changed or adapted from the original computer-generated output.

If the questionnaire was completed without supervision, the identity of the respondent cannot be guaranteed.

ABEL Project accepts no liability or responsibility for the consequences from the use of this report.

Good business decisions, including hiring, promotion, and termination, should always rely on detailed information from multiple sources. What you learn about a candidate using the present report should always be evaluated in conjunction with other information, including but not limited to: prior work history (if any), work credentials, personal interviews, job-related technical knowledge, prior job performance, ability or skills measures, and references.

Candidate Name: John Sample
Report Generated: April 19, 2018

Personality Scales Report

1 2 3 4 5 6 7 8 9 10

Work Organization
Likelihood of organizing work-related supplies in an efficient manner and to keep track of the location of work-related supplies.

4

Communication Clarity
Likelihood of communicating with others in a clear manner and to avoid misunderstandings with others.

2

Punctuality
Likelihood of being punctual, of arriving on time, and of completing projects by their deadlines.

3

Goal-oriented
Likelihood of having multiple specific goals and objectives in life, personally and professionally, and being able to visualize what you want in life.

5

Assiduity
Likelihood to work in a very consistent manner, to follow and manage schedules, and to stay focused when working on long-term projects.

4

Workspace Organization
Likelihood of keeping your workspace organized for a long period of time after spending time organizing it, and to perform better in organized environments.

4

Strategies
Likelihood of using strategies to keep track of schedules and deadlines and to use tools and systems when required to learn new information.

5

Attentiveness
Likelihood to be attentive, to remember details, and to use efficient strategies to help remember information.

2

Total
Likelihood of being considered a very organized individual.

3

Candidate Name: John Sample
Report Generated: April 19, 2018

Detailed Personality Scales Report

Work Organization   Score: **4**

The candidate may sometimes misplace work supplies or forget the location of important documents.

Communication Clarity   Score: **2**

The candidate may have a tendency to confuse and get confused when communicating with colleagues. The candidate's communication may not always be as clear as it could.

Punctuality   Score: **3**

The candidate may sometimes be prone to arriving past the expected time and sometimes going over a project's deadline.

Goal-oriented   Score: **5**

The candidate has a certain amount of goals and long-term objectives. The candidate may visualize, to a certain extent, what they want in life.

Assiduity   Score: **4**

The candidate may not always work in a consistent manner. The candidate may take regular breaks when working on a long project, and may not always manage schedules in this most efficient manner to ensure the completion of a project on time.

Workspace Organization   Score: **4**

The candidate may sometimes not keep his/her workplace organized and tidy. The candidate sometimes may not mind working in an organized or disorganized workspace.

Strategies   Score: **5**

The candidate often uses strategies to keep track of schedules and deadlines, such as using an agenda. The candidate generally uses strategies to keep track of important information or notes. The candidate sometimes uses tools and systems when needing to learn new information.

Attentiveness   Score: **2**

The candidate may be prone to forgetting important information due to an absence of attention and strategies to remember.

Total   Score: **3**

Overall, the candidate displays slightly lower than average levels of organizational skills. The candidate may be less punctual, organized, and use less strategies than most people.

Candidate Name: John Sample
Report Generated: April 19, 2018