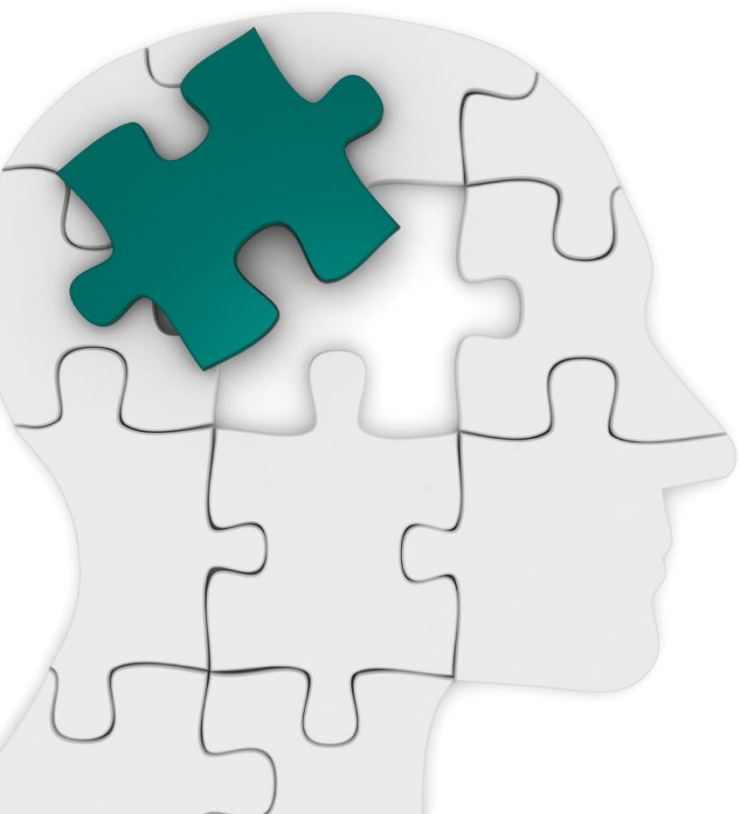


ACE Job Analysis

ACE - Adjustable Competence Evaluation

A test of logical, analytical reasoning



What is this?

The ACE Job Analysis assesses the level of logical, analytical reasoning required for a given job. Used in combination with the Adjustable Competence Evaluation (ACE) test it helps to make a fair and objective match between job and person.

Why am I asked to complete it?

Jobs vary in complexity and thereby in their demands of the person in the job's ability to solve problems. An important aspect of problem solving is the ability to reach conclusions based on given data and logical reasoning. We bring this competence into play each time we make decisions based on available information.

As an expert on the job in mention you are asked to complete the ACE Job Analysis. The result of the Job Analysis indicates the minimum level of logical, analytical reasoning recommended for the person in that job.

You may find it useful to discuss your result with others who are well acquainted with the job in mention. They may also complete a Job Analysis on their own before you discuss the results.

Date: _____

Name of person completing the Analysis: _____

Instructions

A. Write **what job** you are completing this analysis for: _____

B. What are the **primary tasks** that the person in this job spends most of his/her workday performing?

Primary task 1: _____

Primary task 2: _____

Primary task 3: _____

Frequency of Actions (FOA)

0 if the action occurs *less than twice a week*

1 if the action occurs *twice a week or more*

	Action	Indicate 0 or 1
PLANNING	<ul style="list-style-type: none"> Defining tasks crucial to achieving a given goal. 	
	<ul style="list-style-type: none"> Presenting project plans to others in a clear manner. 	
	<ul style="list-style-type: none"> Learning how people are organized. 	
	<ul style="list-style-type: none"> Handling a change of plans affecting multiple tasks. 	
	<ul style="list-style-type: none"> Summarizing lessons learned from chains of events. 	
CONCEPTUALIZING	<ul style="list-style-type: none"> Verbally explaining own new ideas to others. 	
	<ul style="list-style-type: none"> Describing own new ideas in writing. 	
	<ul style="list-style-type: none"> Using different sources as input to refine new ideas. 	
	<ul style="list-style-type: none"> Understand how others (e.g. colleagues, customers, target group) evaluate his/her new ideas. 	
	<ul style="list-style-type: none"> Defining why his/her idea is new compared to what has been tried before. 	
KNOWLEDGE TRANSFER	<ul style="list-style-type: none"> Transfer ideas from meetings/literature/courses into <i>own practices</i>. 	
	<ul style="list-style-type: none"> Transfer ideas from meetings/literature/courses to into <i>general practices in his/her workplace</i>. 	
	<ul style="list-style-type: none"> Implementing solutions conceived by someone else. 	
	<ul style="list-style-type: none"> Selecting what is useful to know for a given person/group and how to pass it on to them. 	
	<ul style="list-style-type: none"> Concisely summarize main ideas of meeting/presentations to others. 	
DECISION MAKING	<ul style="list-style-type: none"> Make decisions on his/her own based on information from various sources. 	
	<ul style="list-style-type: none"> Understand who, logically speaking, has the best argument. 	
	<ul style="list-style-type: none"> Explain to others what the best logical decision is. 	
	<ul style="list-style-type: none"> Lead discussions. 	
	<ul style="list-style-type: none"> Select the best sources of information available. 	
COLLABORATION	<ul style="list-style-type: none"> Choose what information to pass on to whom. 	
	<ul style="list-style-type: none"> Adapt to new procedures. 	
	<ul style="list-style-type: none"> Interact with new colleagues or teams. 	
	<ul style="list-style-type: none"> Interact with new customers or organizations. 	
	<ul style="list-style-type: none"> Directly interact with more than 4 persons at once. 	
VERIFYING	<ul style="list-style-type: none"> Checking multiple documents for consistency. 	
	<ul style="list-style-type: none"> Comparing what different people say for consistency. 	
	<ul style="list-style-type: none"> Pinpointing important differences in procedures. 	
	<ul style="list-style-type: none"> Noticing differences in how people work. 	
	<ul style="list-style-type: none"> Verifying that products/service meet defined standards. 	
EVALUATING	<ul style="list-style-type: none"> Identifying what factors are crucial to achieve a certain result. 	
	<ul style="list-style-type: none"> Making a precise evaluation of other people's solutions. 	
	<ul style="list-style-type: none"> Developing general evaluation criteria for products or solutions. 	
	<ul style="list-style-type: none"> Providing precise feedback to others. 	
	<ul style="list-style-type: none"> Identifying what needs to be changed upon evaluation of a product/service/process. 	
	FREQUENCY OF ACTIONS TOTAL (SUM):	—