ACE - Adjustable Competence Evaluation

A test of logical, analytical reasoning



master[™] value people[™]

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: _____



C. Frequency of Actions

On the next page indicate the frequency of each action by writing the following numbers. **Focus on the primary tasks** entered above when choosing the frequency.

0 if the action occurs *less than twice a week* **1** if the action occurs *twice a week or more*

- D. Calculate the Frequency of Actions total score at the bottom right of the questionnaire by summing the numbers you have entered in the right side column.
- E. What is the *immediate* and *typical* consequence of making errors when occupying this position? Select *one of the values* below i.e. 1.00, 1.15 or 1.30 next to the level appropriate for this job:

HUMAN ERROR CONSEQUENCE (HEC)				
MINOR	This person's errors will typically influence very few others (0-5 persons) or will have immediate costs of less than \pounds 12,000.	1.00		
MEDIUM	This person's errors will <i>typically</i> influence some others (6-49 persons) or will have immediate costs of € 12,000 – 36,000.	1.15		
MAJOR	This person's errors will typically influence many others (50+ persons) or will have immediate costs of more than €36,000	1.30		

F. Multiply the Human Error Consequence with Frequency of Actions Total:

Human Error Consequence (HEC) * Frequency of Actions (FOA) Total = _____

G. Mark the box on the row below that corresponds to the HEC*FOA Total above.

Minimum ACE score level for applicants for this job:

Minimum Level	Far Below Average	Below Average		Average			Above Average		Far Above Average
HEC* FOA Total:	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-45
Mark score									

Frequency of Actions (FOA)

0 if the action occurs less than twice a week1 if the action occurs twice a week or more

	Action	Indicate 0 or 1
	Defining tasks crucial to achieving a given goal.	
PLANNING	Presenting project plans to others in a clear manner.	
	Learning how people are organized.	
	Handling a change of plans affecting multiple tasks.	
	Summarizing lessons learned from chains of events.	
	Verbally explaining own new ideas to others.	
CONCEP-	Describing own new ideas in writing.	
	Using different sources as input to refine new ideas.	
TUALIZING	• Understand how others (e.g. colleagues, customers, target group) evaluate his/her new ideas.	
	Defining why his/her idea is new compared to what has been tried before.	
	Transfer ideas from meetings/literature/courses into own practices.	
	• Transfer ideas from meetings/literature/courses to into general practices in his/her workplace.	
KNOWLEDGE	Implementing solutions conceived by someone else.	
TRANSFER	• Selecting what is useful to know for a given person/group and how to pass it on to them.	
	Concisely summarize main ideas of meeting/presentations to others.	
	Make decisions on his/her own based on information from various sources.	
	Understand who, logically speaking, has the best argument.	
DECISION	Explain to others what the best logical decision is.	
MAKING	Lead discussions.	
	Select the best sources of information available.	
	Choose what information to pass on to whom.	
	Adapt to new procedures.	
COLLABO-	Interact with new colleagues or teams.	
RATION	Interact with new customers or organizations.	
	Directly interact with more than 4 persons at once.	
	Checking multiple documents for consistency.	
	Comparing what different people say for consistency.	
VERIFYING	Pinpointing important differences in procedures.	
	Noticing differences in how people work.	
	Verifying that products/service meet defined standards.	
	Identifying what factors are crucial to achieve a certain result.	
EVALUATING	Making a precise evaluation of other people's solutions.	
	Developing general evaluation criteria for products or solutions.	
	Providing precise feedback to others.	
	Identifying what needs to be changed upon evaluation of a product/service/process.	
	FREQUENCY OF ACTIONS TOTAL (SUM):	