



# ACE JOB ANALYSIS

*The Job Analysis helps you to identify a fair and objective person-job fit.*

## INTRODUCTION

The ACE Job Analysis assesses the level of logical, analytical reasoning required for a given job.

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. The result of the Job Analysis indicates the **minimum** level of logical analytical reasoning to achieve the best person-job fit.

## INSTRUCTIONS

Fill out the following questions to find the minimum required ACE score

- A) What job you are completing this analysis for:
- B) What are the three **primary tasks** that the person in this job spends most of his/her workday performing?
- 1)
- 2)
- 3)
- C) Fill out the "**Frequency of Actions**" on the back of this sheet and note down the final score: FOA Score =
- D) Evaluate the **immediate** and **typical** consequence of making errors (HEC) on categories below and note the multiplier here: HEC Multiplier =

Minor consequence	Medium consequence	Major consequence
This person's errors will typically influence very few people <b>or</b> will have low immediate costs for the company	This person's errors will typically influence a fair amount of people <b>or</b> will have noticeable immediate costs for the company	This person's errors will typically influence numerous people <b>or</b> will have immediate costs that could seriously impact the company
<i>HEC = 1.00</i>	<i>HEC = 1.15</i>	<i>HEC = 1.30</i>

- E) Multiply your Frequency of Actions score with the HEC multiplier to get the final Job Analysis Score: FOA x HEC =
- F) Look up the final value in the table below to find your minimum ACE score for the selected job:

Job Analysis Result	0-9	10-14	15-19	20-24	25-29	30-34	35-39	40-45
Minimum ACE score	1 - 2	3	4	5	6	7	8	9 - 10

## FREQUENCY OF ACTIONS (FOA)

- + Indicate the frequency of each action in the **primary tasks** entered in step B.
- + Mark the row with an "X" if the action occurs **more than twice a week**.
- + Count the X's to get the final FOA score.

Area	Action	X
PLANNING	Defining tasks crucial to achieving a given goal	
	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	
CONCEPTUALISING	Verbally explaining own new ideas to others	
	Describing own new ideas in writing	
	Using different sources as input to refine new ideas	
	Understanding how others (e.g. colleagues, customers) evaluate new ideas	
	Defining why an idea is new compared to what has been tried before	
KNOWLEDGE TRANSFER	Transferring ideas from meetings, literature or courses into own practices	
	Transferring ideas into general practices in his/her workplace	
	Implementing solutions conceived by someone else.	
	Selecting what and how to best pass on information to specific people	
	Concisely summarising main ideas of meetings or presentations to others	
DECISION-MAKING	Deciding on his/her own based on information from various sources	
	Understanding who has the best logical argument	
	Explaining to others what the best logical decision is	
	Leading discussions	
	Selecting the best sources of information available	
COLLABORATION	Choose what information to pass on to whom	
	Adapt to new procedures	
	Interact with new colleagues or teams	
	Interact with new customers or organizations	
	Directly interact with more than 4 people at once	
VERIFYING	Checking multiple documents for consistency	
	Comparing what different people say for consistency	
	Pinpointing important differences in procedures	
	Noticing differences in how people work	
	Verifying that products or services meet defined standards	
EVALUATING	Identifying what factors are crucial to achieve a certain result	
	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 within a product, service or process	
<b>FREQUENCY OF ACTIONS TOTAL SCORE:</b>		