

Resources

For more information on hiring LEAP candidates, please visit:

<http://jobs.ca.gov/Job/Leap>

For information on accessibility and disability awareness, please visit:

www.dor.ca.gov/workplace/

For free advice on reasonable accommodations, please visit:

www.jan.wvu.edu



Limited Examination & Appointment Program

www.Leap@CalHR.ca.gov

CalHR
1515 S Street
Sacramento, CA 95811-7258
916-651-9017

CA Relay Service*
Dial 7-1-1

*Provides assistance to individuals with hearing and speech impairments and those who are Spanish speaking.

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CalHR

LEAP

Limited Examination & Appointment Program

A Resource for Hiring Managers



We welcome you to come in and learn more

Limited Examination & Appointment Program

Overview

LEAP is an alternate examination and appointment process administered by CalHR, designed to facilitate the hiring of persons with disabilities.

LEAP allows the hiring of pre-screened candidates with on-the-job testing procedures, specific to required duties controlled by hiring managers.

"Not all disabilities are visible."

Benefits

- Candidates are job-ready and qualified
- The examination is based on required duties of the class as identified by the hiring manager
- The LEAP process allows the candidate and hiring manager to determine whether a good job match has been made
- Prescreening and on-the-job testing of LEAP candidates is based on their initial performance
- Most LEAP candidates require little or no accommodation to perform the essential functions of the job

Tips on Hiring and Recruitment

- Request LEAP Employment Lists
- Utilize CalHR's online LEAP Manual
- Consult with the department's designated LEAP Coordinator
- Partner with another State department in offering job diversity or disability fairs
- Involve your department in the annual *National Disability Employment Awareness Month* in October