

# Job Examination Period (JEP) Evaluation

California Department of Human Resources

State of California

Read the instructions on page 4 before completing this form.

Evaluation # of

LEAP Candidate's Name

Examination Appointment Date

Evaluation Date

Classification Title

Position Number

JEP Completion Date

Department Name

Division/Unit

Work Address

Supervisor Name

Supervisor Phone

Supervisor Email

Use the LEAP Candidate's duty statement to determine rating factors.

<b>Duties Rated</b> Enter the LEAP candidate's duties as outlined in their duty statement, beginning with the essential functions. If a duty includes multiple tasks, list each task separately to improve clarity and readability.	Active Goal	Goal Met	Goal Not Met	Goal Deferred

<b>Duties Rated</b> Enter the LEAP candidate's duties as outlined in their duty statement, beginning with the essential functions. If a duty includes multiple tasks, list each task separately to improve clarity and readability.	Active Goal	Goal Met	Goal Not Met	Goal Deferred

**Supervisor Feedback to LEAP Candidate:**

Supervisor should include factual examples of goals reviewed and give suggestions on how performance can be improved, if necessary.

Evaluation discussed with LEAP Candidate      Yes      No

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**Final Evaluation Only: I recommend this LEAP Candidate be considered to have successfully completed the required JEP and appointed to the classification in the tenure of the advertised position.**

Yes

If the LEAP Candidate did not meet the above goals at a standard level or is not recommended for appointment, notification must be given as prescribed by the California Code of Regulations, Title 2, § 547.58.8. Supervisor feedback must include justification why the LEAP Candidate did not meet the above standards. With intermittent appointments, time sheets shall be attached to verify physical hours worked.

No

***I certify that I have evaluated the LEAP Candidate as written above.***

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Supervisor Signature	Title	Date Signed
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***I certify that my supervisor has discussed this evaluation with me and I have received a copy.***

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LEAP Candidate Signature	Date Signed	I would like to discuss this report with the reviewing officer.
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***I concur with the rating given by the rater. I have made no change to this report.***

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Reviewing Officer Signature	Date Discussed with the LEAP Candidate
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## INSTRUCTIONS

The Job Examination Period (JEP) is the second phase of the Limited Examination and Appointment Program's (LEAP) civil service examination process. The JEP evaluates the LEAP Candidate's ability to perform the duties of the position to which they have received an examination appointment. To pass the examination, LEAP Candidate must demonstrate their ability to perform the duties of the position at a satisfactory level. Appointing powers are required by law to prepare written evaluations of the LEAP Candidate's performance at least once every four weeks, regardless of time base. Written evaluations also serve as progress reports informing LEAP Candidates of job expectations and their overall performance. In addition, supervisors should provide LEAP candidates ongoing coaching, verbal feedback, and, where appropriate, additional training. The availability of reasonable accommodation as a potential applicable support must be presented to the LEAP candidate.

The following are the procedural steps that must be followed:

1. Once an individual is selected for appointment through LEAP eligibility, the department's Human Resources office should notify the LEAP Coordinator and supervisor. Supervisors must complete the CalHR 273, or a comparable evaluation form approved by the Human Resources (HR) office, using the duties from the duty statement. If a comparable form is used, it must be applied consistently for all LEAP candidates.
2. To evaluate the LEAP Candidate's duties during the JEP, the supervisor must use the duty statement of the position. The duty statement must be provided to the LEAP candidate no later than the first day on the job.
3. The length of the JEP is either six or twelve months, depending on the length of the probationary period of the parallel civil service classification. The length of the JEP may be shortened or lengthened only in accordance with the regulations and CalHR procedures.
4. The supervisor must discuss the report with the LEAP Candidate. The LEAP Candidate is to sign the report to indicate that the supervisor has discussed the evaluation with them and that they received a copy of the evaluation (the LEAP Candidate's signature does not indicate agreement with the ratings). The LEAP Candidate may add a written response concerning any part of the evaluation. The LEAP Candidate's response shall become an official part of the evaluation, but is not considered a formal appeal on the evaluation. The LEAP Candidate is entitled to a copy of the evaluation.
5. The final written evaluation shall indicate whether the LEAP Candidate was successful or unsuccessful during the examination period. If the LEAP Candidate is successful, the written evaluation must provide a recommendation to appoint the LEAP Candidate into the tenure of the advertised position.
6. The supervisor shall provide a copy of the JEP evaluation forms to the department's LEAP Coordinator after each evaluation period.

## GENERAL EVALUATION INFORMATION

- The JEP evaluation standards shall be based on the duties and competencies of the position as listed on the incumbent's duty statement.
- The LEAP Candidate should be provided sufficient opportunity to demonstrate those competencies during the evaluation period.
- To indicate the rating on any goal, an "X" mark is placed in the appropriate rating column.
- Any rating of Goal Not Met indicates unsatisfactory progress. Where feasible, comments will address how performance can be improved and possible suggestions regarding training options.
- It is the appointing authority's responsibility to terminate the JEP of LEAP Candidates who fail to demonstrate satisfactory performance of the evaluation standards. When considering termination of the JEP for unsatisfactory performance, the supervisor must ensure that the cause is not due to failure to provide reasonable accommodation.
- Each evaluation shall reflect the LEAP Candidate's performance during the period observed since the preceding evaluation. The ratings documented in the final evaluation shall constitute the official determination of the LEAP Candidate's overall performance and will be used to assess successful completion of the JEP.

## RATING DEFINITIONS

These definitions shall be applied when evaluating duty competencies and performance factors, and in determining the overall rating:

**GOAL MET** – The LEAP Candidate has successfully demonstrated the required competencies to meet the goal. If the LEAP Candidate's performance toward meeting the goal is significantly above average, the supervisor should give a written statement of factual substantiation in addition to the rating.

**ACTIVE GOAL** – A goal related to the duties of the position has been established and is under evaluation. This goal shall be reviewed in subsequent evaluations until a determination is made as to whether the LEAP Candidate has achieved or failed to meet the goal.

**GOAL NOT MET** – The LEAP Candidate has failed to demonstrate the required competency, and on-the-job performance indicates qualifications are inadequate to reach the standard required by the end of the evaluation period; greater effort or training may be needed. The supervisor should give a written statement of factual substantiation for the rating.

**GOAL DEFERRED** – The LEAP Candidate has not been assigned specific tasks to demonstrate their competency in the associated duty. Supervisors should ensure they are evaluating this goal on subsequent evaluations.

**COMMENTS** – Comments should be made on any aspect of the LEAP Candidate's performance which has a significant influence on their effectiveness and performance toward meeting the set goals. Suggestions which may help the LEAP Candidate improve their performance should be made. Comments should be specific and not merely refer to previous discussion or comments on previous evaluations.

**LEAP CANDIDATE DISCUSSION** – Constructive discussion with the LEAP Candidate regarding their work performance and progress is an essential element of good supervision. The JEP evaluation review provides the opportunity to discuss job expectations, work performance, identified problems relating to work performance and develop solutions to meet job expectations, and to increase supervisor-LEAP Candidate communication.

## REPORT FILING

JEP evaluations shall be filed in accordance with procedures established by the department's appointing authority and retained pursuant to the department's records retention policy. JEP evaluations are classified as confidential examination documents and shall not be included in the incumbent's Official Personnel File (OPF).

## AUTHORITY

Government Code Sections 19240-19241.5; 19242-19243.4; and, California Code of Regulations, Title 2, Sections 26, 155, 547.50-547.57.