

California Department of Human Resources
Limited Examination and Appointment Program (LEAP)
LEAP Coordinators Checklist | Updated March 2024

The Limited Examination and Appointment Program (LEAP) Coordinator serves a critical role as the central point of contact for LEAP. The LEAP Coordinator must communicate with relevant departmental contacts, provide tools and information to supervisors, inform LEAP candidates on what to expect, track candidate progress, and effectively address issues that may arise throughout the Job Examination Period (JEP).

Upon Notification of a LEAP Hire:

- Contact the LEAP candidate, introduce yourself, and provide your contact information. Explain the JEP evaluation process and timelines (refer to [CCR 547.58](#) and [547.58.2](#)).
- Contact the LEAP candidate's supervisor and explain the following:
 - LEAP is a confidential examination process.
 - LEAP timelines must be adhered to.
 - LEAP candidates serve a JEP and are not required to serve a probation period.
 - LEAP candidates are considered temporary employees (appointed as limited term) while serving in the JEP and will achieve civil service status when appointed to permanent positions after successful completion of the JEP (providing the position is permanent in tenure.)
 - LEAP candidates qualify for benefits and privileges of state employment. LEAP candidates should be referred to their HR Office if they need more information.
 - JEP evaluations shall be administered once every four weeks at a minimum, and shall be based on knowledge, skills, and position competencies identified in the duty statement.
 - Supervisors are not required to use a specific JEP evaluation form, but the California Department of Human Resources (CalHR) [Form 273](#) is an available resource. (For the form link to function, open with Internet Explorer or download and then open in Adobe.)
 - LEAP candidates may need reasonable accommodations.
 - The supervisor can request to extend or reduce the JEP's duration. This requires CalHR approval, and it is the LEAP.
 - Coordinator's responsibility to contact CalHR's Office of Civil Rights regarding the request at least two weeks prior to the JEP end date.
 - Supervisors can terminate the JEP of LEAP candidates who are unsuccessful in meeting job-specific performance criteria. Supervisors will need to work with their HR Office in processing the JEP termination.

During the Job Examination Period:

- Monitor candidate JEP status and assist the supervisor by setting reminders of JEP evaluation due dates. Follow up if evaluations are not completed or received in a timely manner.

Appointment to the Position After JEP Completion:

- Review the completed evaluations ensuring all knowledge, skills, and position competencies have been assessed. Verify the evaluations are signed by the supervisor and employee. Verify the supervisor's approval to appoint the employee to the position.
- Work with your department's HR Office to appoint the candidate to the position after successful completion of the JEP (refer to [CCR 547.58](#)). Remind HR staff that LEAP is a confidential exam process and JEP evaluation forms should not be placed in the candidates' Official Personnel Files.
- Follow up with the HR Office within one week, ensuring the transaction is complete.

Termination of Appointment:

- If the supervisor determines the candidate fails to satisfy the job performance criteria of the JEP, immediately refer them to the HR Office for guidance and to potentially process the JEP termination. Ensure that all JEP evaluation forms, and related documentation are collected and submitted to the HR Office.

For further guidance, contact:
CalHR Office of Civil Rights
LEAP@calhr.ca.gov