

## LEAP Coordinator Checklist

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The departmental Limited Examination and Appointment Program (LEAP) Coordinator serves a critical role as the central point of contact for the program. Of utmost importance is communicating with key departmental contacts, maintaining knowledge of candidate status, providing tools and information to supervisors, informing candidates of what to expect, and effectively addressing issues that may arise throughout the Job Examination Period (JEP).

- **Upon Notification of a LEAP Hire:**

- Contact the newly hired LEAP candidate and provide your contact information. Explain the evaluation process and timelines (see ccr 547.58 and 547.58.2).
- Explain the following to the LEAP candidate's supervisor:
  - The evaluation process and timelines
  - Areas to be assessed are related to the position duty statement
  - LEAP is a confidential examination process
  - LEAP candidates may request Reasonable Accommodation
  - Extension and reduction criteria (See ccr 547.58.5 and 547.58.6)

*Note: Explain to supervisors and candidates that LEAP candidates no longer serve probation. In addition, explain that LEAP candidates are considered temporary employees while serving in the JEP and will achieve civil service status when appointed to permanent positions after successful completion of the JEP.*

- **During the Job Examination Period:**

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

- **Appointment to the Position After Completion of the JEP:**

- Review the completed evaluations to ensure all Knowledge, Skills, and position competencies have been assessed. Check that the evaluations are signed by the supervisor and employee. Verify the supervisor recommends to approve appointment to the position for which the candidate is testing.

- Work with your department's Personnel Office to appoint the candidate to the position after successful completion of the JEP (see ccr 547.58).
- Follow up with the Personnel Office within one week to ensure the transaction is complete.

*Note: Remind Personnel that LEAP is an exam process, and JEP evaluation forms should not be placed in candidates' Official Personnel Files. In addition, only requests to shorten or extend the JEP require CalHR approval. Such requests must be submitted to the address below and include all completed evaluations and the position duty statement.*

## **CONTACT INFORMATION**

LEAP Manager  
CalHR Office of Civil Rights  
1515 S Street, North Building, Room 500  
(916) 322-3748 Voice; 7-1-1 California Relay Service  
[LEAP@CalHR.ca.gov](mailto:LEAP@CalHR.ca.gov)