



LEAP Candidate Name: _____
Date Appointed: _____
Evaluation Dates: _____
LEAP Coordinator: _____
Telephone Number: _____

Manager/Supervisor Checklist

- Upon job offer, clearly explain to the LEAP Candidate that s/he must successfully complete Part II of the LEAP Examination, the Job Examination Period (JEP), to transition to a permanent civil service position. The length of JEP is 1/3 of the parallel classification probation period. Confidentiality regarding the LEAP Candidate's performance must be maintained during this process.
- Inform the LEAP Candidate that his/her performance will formally be evaluated every 30 days until completion of the JEP (for less than full-time, every 140 hours worked). Upon successful completion of the JEP, a request will be made of the State Personnel Board to transition the LEAP candidate to the parallel civil service classification. The employee's probationary period begins upon appointment to the civil service classification.
- Notify Human Resources of the LEAP hire who will clear the certification list.
- Inform the LEAP Coordinator (EEO Officer) of the hire who in turn notifies the State Personnel Board.
- Provide the LEAP Candidate with a copy of the Job Examination form SPB 273 and discuss the Critical Classification Requirements of the position with him/her.
- Discuss the requirements of the job and your work expectations with the Candidate.
- Discuss any needed reasonable accommodation to perform the essential functions of the job—contact the Reasonable Accommodation Coordinator (EEO Officer) for assistance if needed.
- Notify the LEAP Coordinator if you are unable to observe the LEAP Candidate's Job Examination Period for the full period of time.
- The JEP may need to be extended to accurately assess the LEAP Candidate's performance. Requests for extension must be in writing and made in advance to the SPB (LEAP Coordinator responsibility).
- Complete the Job Examination form SPB 273 monthly (or every 140 hours worked).
 - Meet with the employee to discuss each evaluation and his/her progress. Obtain the LEAP Candidate's signature on the form.
 - Maintain a copy of the evaluation for your records and forward the original to the LEAP Coordinator.
 - If additional time is needed to evaluate the candidate, or if termination of the LEAP appointment is warranted, contact the LEAP Coordinator **immediately**.
 - Repeat the above steps until the JEP is completed and the LEAP Candidate either successfully transitions to the parallel classification or the LEAP appointment is terminated.