

Resources

For more information on hiring LEAP candidates, please visit:

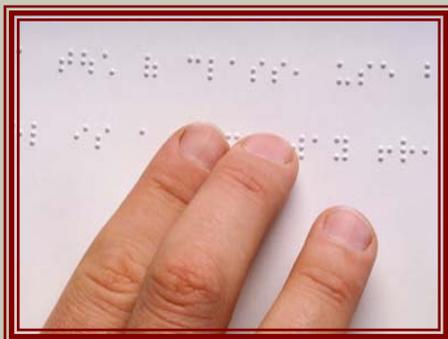
www.spb.ca.gov/jobs/resources/leap/

For information on accessibility and disability awareness, please visit:

www.dor.ca.gov/workplace/

For free advice on reasonable accommodation, please visit:

www.jan.wvu.edu



Limited Examination & Appointment Program

leap@spb.ca.gov

State Personnel Board
801 Capitol Mall
Sacramento, CA 95814
(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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State Personnel Board

LEAP

Limited Examination & Appointment Program

A Resource for Hiring Managers



We welcome you to come in and learn

LEAP

State Personnel Board

Limited Examination & Appointment Program

Overview

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

LEAP allows the hiring of pre-screened candidates with on-the-job testing procedures which are specific to the needs of the hiring manager.

“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
- Pre-screening 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 the State Personnel Board's online LEAP Manual
- Consult 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

