



Limited Examination & Appointment Program

AN EMPLOYMENT  
PROGRAM FOR  
QUALIFIED INDIVIDUALS  
WITH A DISABILITY



**Once I click the official exam bulletin link to the Readiness Evaluation, what do I do?**

**Follow These Steps to Success:**

**Step 1:** You will be asked to verify your LEAP Certification. Enter your Social Security Number, first name, and last name. Click "Continue" to verify that you are LEAP-certified. You must be LEAP-certified to take any LEAP Readiness Evaluations.

**Step 2:** If your name is not in the LEAP Certification database, or if your Social Security Number does not match our records, you will be instructed to call the LEAP Examination Analyst for assistance.

**Step 3:** You will be asked to read the Examination Information page carefully. This page will provide you with information regarding the class specification and Veterans' Preference.

**Step 4:** Log in or create an account. Log in by entering your User I.D. and password. Click "Login". If you are creating a new account, click the link above the login box, and read the important information for creating your User I.D. and password. Then continue as instructed.

**Step 5:** If you have entered your Social Security Number, first name, and last name correctly, your screen will display the Equal Employment Opportunity page. Completing this questionnaire is voluntary. If you do not wish to complete this questionnaire, click on "Continue". If you do complete this questionnaire, click on "Continue" when completed. The information will be posted to a separate database.

**Step 6:** Mailing Address Location - Select either inside or outside the United States.

**Step 7:** Enter information into all the required fields of the Exam Application. Click "Continue".

**Step 8:** Minimum Qualifications. Answer each minimum qualifications question. Click "Continue".

**Step 9:** You will receive one of two responses to the minimum qualifications questions. If you meet the minimum qualifications for this examination, you will be allowed to continue to the Readiness Evaluation. If your responses resulted in a disqualification, you may wish to go back and review your answers to the minimum qualifications questions. You may also request a staff person to review your qualifications.

**Step 10:** Location Preferences – Select the location(s) where you prefer to work.

**Step 11:** Supplemental Exam Information. Answer each question. Click "Continue".

**Step 12:** Readiness Evaluation, Section 1: Personal Characteristics. Answer each question. Click "Continue". Subsequent Sections: Rating for Knowledge, Skills, Abilities, Training, and Experience. Answer each question. At this point you have completed all the online test questions/items. Click "Continue".

**Step 13:** Consent Agreement - Once you have completed the Readiness Evaluation, you will be asked to certify that all of the information you entered into this Readiness Evaluation is true and correct. Once you click "Score My Readiness Evaluation", you will obtain your exam results. Please print and retain at least one copy of the Readiness Evaluation results for your records. This concludes the LEAP Readiness Evaluation process.

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REVISION HISTORY – Document Name and Sequence: 2a LEAP Steps, Link Within Document 2.

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
11/26/2013		Revised Content, eliminated 1 step. Total of 13 steps.	LFlores, RHenry
1/24/14		Loida Revisions Confirmed	IT
2/25/14		Removed the word points after Veterans' Preference because of change in law.	HHS