Reference Check – All GS Levels and All Positions

* Required Fields

R4 Fire Hire

Announcement Number Candidate is applying to: _____

Date: *

Candidate Name: *

Position(s) Applied for: (check all that apply) *

- ☐ Prevention
- ☐ Apprentice
- ☐ Smokejumper
- ☐ Hotshot Crew
- ☐ Dispatch
- ☐ Helitack
- ☐ Engine
- ☐ Hand Crew
- ☐ Fuels

Is this applicant a current/former PERMANENT Federal employee? ☐ YES ☐ NO ☐ Don't Know

Reference Name* (please print) :

Telephone Number:

Job employee performed for this reference (include dates) :

For Subject Matter Expects (SME) Use Only if completed over the telephone

Contact Attempts:

Phone Number	Date	Time	Initials

Notes:

SME Interviewer (please print name)**:** **Date:**

1. Describe the work experience this person has gained on your unit.

On a scale from 1-6 indicate how this person performs:

	1	2	3	4	5	6	
Needs Improvement	☐	☐	☐	☐	☐	☐	Does Well

Remarks:*

2. Describe how he/she functions in a team situation. Did they add unity? Were they helpful in developing a workable solution?

On a scale from 1-6 indicate how this person performs:

	1	2	3	4	5	6	
Needs Improvement	☐	☐	☐	☐	☐	☐	Does Well

Remarks: *

3. How does he/she handle conflict and stressful situations?

On a scale from 1-6 indicate how this person performs:

	1	2	3	4	5	6	
Needs Improvement	☐	☐	☐	☐	☐	☐	Does Well

Remarks:*

4. Describe his/her communication skills, both oral and written.

On a scale from 1-6 indicate how this person performs:

Needs Improvement 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ Does Well

Remarks: *

5. How would you describe his/her work ethic?

On a scale from 1-6 indicate how this person performs:

Needs Improvement 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ Does Well

Remarks:*

6. How much supervision did he/she need to accomplish their assignments?

On a scale from 1-6 indicate how this person performs:

Needs Improvement 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ Does Well

Remarks: *

7. What is his/her safety record?Describe a situation where you observed the employee being proactive in preventing accidents.

On a scale from 1-6 indicate how this person performs:

Needs Improvement 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ Does Well

Remarks: *

8. Check the jobs below that you would hire this person for. * (You only need to check the highest position)

☐ SFEO Supervisor Eng	☐ IHC Superintendent	☐ HandCrew Supervisor	☐ SMJ Asst Mgr	☐ Helitack Mgr.	☐ Asst Disp MGR	☐ Supervisor Prev
☐ FEO Engine	☐ Asst Superintendent	☐ HC Asst Supervisor	☐ SMJ Spotter	☐ HLTK Asst Mgr	☐ IA Dispatch	☐ Prevention Tech
☐ AFEO Asst Engine	☐ IHC Squad Lead	☐ HC Squad Lead	☐ SMJ Squad	☐ HLTK Squad LDR	☐ Supervisor Fuels	☐ Apprentice
☐ Sr Firefighter Engine	☐ Sr Firefighter IHC	☐ Sr Firefighter HC	☐ Smokejumper	☐ SrFF HLTK	☐ Fuels Tech	☐ NONE

9. If you checked NONE above please explain why.

To be filled for those applying for lead or supervisory positions

10. Describe the skills the applicant has shown that leads you to believe he/she has the potential to lead or perform supervisory duties?

On a scale from 1-6 indicate how this person performs:

Needs Improvement 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ Does Well

Remarks:

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R4FireHire@fs.fed.us

Print Form