

Directions for the attached reference check form:

Applicants and Supervisors:

The R1 Fire Hire Reference Check form has been made available for those of you that know you are applying for 2016 R1 Fire Hire positions. This is an opportunity for you to initiate the reference check process with your supervisors to ensure that forms are completed in a timely manner. Each applicant needs a minimum of two reference checks. In order for the reference check to be considered, follow the following directions:

1. The R1 Fire Hire Reference Check form needs to be completed by the most recent supervisors;
2. The supervisor needs to email the completed form from their official work email address with the following: subject line to include: applicants name, position applying for and "Ref Check" (examples: Smokey Bear AFEO Ref Check or John Doe IADISP Ref Check); and sent to R1FireHire@fs.fed.us.

Region 1 Fire Hire Reference Check GS 3-9 All Positions

***Required Fields**

***Candidate Name:**

***Date:**

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

Air Attack

ATGS GS-8/9

Crews

IHC Sup GS-9

IHC Capt. GS-7/8

IHC Sqd Lead GS-6/7

IHC Capt. (H) GS-7/8 HC

Asst Spvsnr. (H) GS-7 HC

Sqd Ldr. GS-6

IHC/HC Sr FF GS-4/5

Dispatch

Disp Center Mgr GS-8/9

IA Disp GS-5/6/7

Engines

SFEO GS-7/8

FEO GS-7

AFEO GS-6 Engine

Sr FF GS-4/5

Helicopter

Heli Sup GS-9

Heli Capt. GS-7/8

Heli Sqd Ldr GS-6/7

Heli Sr. FF GS-4/5

Prevention

Sup Prev GS-8/9

Non-Sup Prev GS-8/9

Prev Tech GS-6/7

Smokejumper

Smkjmpr Asst Mgr GS-8/9

Smkjmpr Spotter GS-7/8

Smkjmpr Sqd Ldr GS-7

Smokejumper GS-5/6

Tanker Base

ATB Mgr.Asst GS-8

ATB Manager GS-8/9

ATB Tech GS-6/7

Other

Apprentice GS 3/4/5

Dist AFMO GS-8/9

FOS GS-8

Other

Fuels

Dist. Fuels Mgr GS-9 (Rx/Fuels)

Dist. Fuels Mgr GS-8/9 (Rx ADFMO)

Fuels Tech GS-6/7

***Reference Name (please print):**

***Telephone Number:**

Job employee performed for this reference (include dates) (limit 500 characters):

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SME Initials	Phone Number	Date & Time	Notes

1. *Describe the applicant's experience in fire, fuels or aviation management. If unknown, how well does the applicant follow direction and learn new tasks? (limit 800 characters)

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2. *What do you see as this employee's strengths? (limit 800 characters)

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3. *What do you see as this applicant's challenges? (limit 800 characters)

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4. *Describe how the applicant functions in a team situation. (limit 800 characters)

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5. *How does the applicant handle conflict and stressful situations? (limit 800 characters)

6. *Describe the applicant's communication skills, both oral and written. (limit 800 characters)

7. *How would you describe the applicant's work ethic? (limit 800 characters)

8. *How much supervision did the applicant need to accomplish their assignments? (limit 800 characters)

9. *What type of lead or supervisory experience does the applicant have and how did they perform (i.e., fireline, project, administrative and training)? (limit 800 characters)

10. *Explain the applicant's potential to perform lead or supervisory duties? (limit 800 characters)

11. * Would you hire this applicant in the position(s) they are applying for? (limit 800 characters)

FOR OFFICIAL USE ONLY – CONTAINS SENSITIVE INFORMATION SUBJECT TO THE PRIVACY ACT UNDER FREEDOM OF INFORMATION ACT (FOIA)

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

Please put the applicant's name on the Subject Line from your government email account if possible, along with the position the reference check is for, e.g. Subject Line Format: Smokey Bear AFEO Ref Check or John Doe IA Disp Ref Check. If necessary, print this form, fill it out, scan and email it to R1FireHire@fs.fed.us using your government email.