

Reference Check – All GS Levels and All Positions R1 Fire Hire

***Required Fields**

Announcement Number Candidate is applying to:

Date*:

Candidate Name:						
Position(s) Applied for: (check all that apply)*		<input type="checkbox"/> Prevention	<input type="checkbox"/> Smokejumper	<input type="checkbox"/> Dispatch	<input type="checkbox"/> Engine	<input type="checkbox"/> Fuels
		<input type="checkbox"/> Apprentice	<input type="checkbox"/> Hotshot Crew	<input type="checkbox"/> Helitack	<input type="checkbox"/> Hand Crew	
Is this applicant a current/former PERMANENT Federal employee?				<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Don't Know
Reference Name*:						
Telephone Number:						
Job employee performed for this reference (include dates):						
For Subject Matter Experts (SME) Use Only if completed over the telephone						
Contact Attempts:						
Phone Number	Date	Time	Initials			
Notes:						
SME Interviewer Name:				Date:		
1. Describe the work experience the person has gained on your unit:						
On a scale from 1-6 indicate how this person performs:						1 2 3 4 5 6
Remarks*:			Needs Improvement		Does Well	
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
Remarks*:			Needs Improvement		Does Well	
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
Remarks*:			Needs Improvement		Does Well	

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

On a scale from 1-6 indicate how this person performs: 1 2 3 4 5 6
Needs Improvement Does Well
Remarks*:

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

On a scale from 1-6 indicate how this person performs: 1 2 3 4 5 6
Needs Improvement 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: 1 2 3 4 5 6
Needs Improvement 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: 1 2 3 4 5 6
Needs Improvement Does Well
Remarks*:

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

- AFMO–Operations SFEO Supervisor Eng IHC Superintendent HC Supervisor Helitack Mgr SMJ Asst Mgr Asst Disp Mgr
- AFMO-Fuels AFEO Asst Engine IHC Asst Sup Asst HC Supervisor HLTk Asst Mgr SMJ Spotter IA Dispatch
- Fuels Technician SR Firefighter Eng IHC Squad Leader Prevent Tech HLTk Squad LDR SMJ Squad LDR NONE
- Fire Ops Specialist Apprentice IHC Sr Firefighter Airtanker HLTk SRRF Smokejumper

9. If you checked NONE above please explain why.

For those applying to supervisory positions only beyond this point

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: 1 2 3 4 5 6
Needs Improvement Does Well
Remarks*: