# Reference Check – GS 6/7 or GS 6

* Required Field

**Fire**

**Announcement Number Candidate is applying to:** _____

**Date:*** 

**Candidate Name:** *

**Position Applied for:** GS-6/7 or 7 (check all that apply) ☐ FEO ☐ SFEO ☐ Smokejumper ☐ Fuels ☐ Prevention ☐ Handcrew ☐ IHC Squad ☐ Dispatcher ☐ Helitack Sq. Lead

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

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

**Telephone Number:**

**Did candidate ask that this reference not be contacted?**

**Work employee performed for this reference** (include dates)**:**

**Relationship to the applicant:** (relative, friend or co-worker, first line supervisor)

**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. Would you hire this person in the job they are applying for?**

☐ **YES** ☐ **NO** **(If NO please explain why:)**

**To be filled for those applying for lead or supervisory positions**

**9. What type of lead or supervisory experience does the applicant have and how did they perform?**

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

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

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

Remarks:

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

**SUBMIT**
**Will send to R4 Fire Hire**

Print Form