Reference Check – GS 8/9 or GS 9

* Required Field

Fire

Announcement Number Candidate is applying to: _____

Date: *

Candidate Name: *

Position Applied for: GS-8/9 or 9 (check all that apply)

- ☐ Prevention Supervisor
- ☐ Smokejumper
- ☐ Asst. Disp. Center Mgr.
- ☐ IHC Superintendent
- ☐ Helitack Mgr.
- ☐ Helicopter Manager

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