

E. D. HUGHES EXCAVATING INC.
P. O . Box 1258 / 310 South 9th Street
Philomath, OR 97370
(541) 929-3417 / (f) (541) 929-5384
CCB #41908

REFERENCE CHECK

To: _____ Fax # _____

From: **E. D. Hughes Excavating Inc.** # of pages: _____

The below named person has applied for a position at **E. D. Hughes Excavating Inc.** and has authorized us to do a reference check and verification of previous employment. All information will be held strictly confidential.

_____ claims that he/she was employed by your company in the position of _____ from _____ to _____.

Is this information correct? _____ yes _____ no

EMPLOYEE SIGNATURE: _____ DATE: _____

Please circle the rating which best reflects your perception of their performance for each category.
 1 = Excellent, 2 = Above my expectations, 3 = Satisfactory, 4 = Below my expectations, 5 = Poor

	Excellent . . .	Satisfactory . . .	Poor
FOLLOWS INSTRUCTIONS (Adheres to task and policy requirements)	1	2	3 4 5
WORK QUALITY (Work completed conforms to quality expectations)	1	2	3 4 5
PRODUCTIVITY (Works efficiently and at an acceptable rate)	1	2	3 4 5
RELIABILITY (Can be relied on to complete tasks as required)	1	2	3 4 5
ATTENDANCE (Works scheduled days, punctual, adheres to break/lunch periods)	1	2	3 4 5
INITIATIVE (Willingness to accept additional responsibilities and duties)	1	2	3 4 5

Would you re-employ? _____yes _____no

Previous employers signature _____ Title _____

Date: _____

Any additional comments: _____

Please fax back to us at: (541) 929-5384

Thank you for taking the time to fill out this reference check.

E. D. Hughes Excavating Inc.