

**E. D. HUGHES EXCAVATING INC.**  
**P. O . Box 1258 / 310 South 9<sup>th</sup> 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.**