



The University of Chicago Booth School of Business

Letter of Recommendation

To be completed by the applicant

Applicant's Last Name: _____ First Name: _____ Middle Name: _____

Recommender's Last Name: _____ First Name: _____ Middle Name: _____

The Family Education Rights and Privacy Act of 1974 entitles Chicago Booth students to have access to letters of evaluation in their permanent record file. The act further provides that students may waive this right by checking the appropriate box below. Your decision will have no impact on the evaluation of your application.

I waive my right of access to this recommendation form. I do not waive my right of access to this recommendation form.

Applicant Signature: _____ Date: _____

To the Recommender

Your candid assessment of this applicant will greatly assist the admissions committee. Your recommendation will be used for the purpose of determining whether the candidate should be admitted and will have a significant impact on the applicant's chances of admission to Chicago Booth. We have found the most helpful recommendations provide specific examples or anecdotes to highlight the qualities described. Please be as detailed in your evaluations as possible. Please note the following deadlines for submission of applications and letters of recommendations:

Round 1 -- October 13, 2010

Round 2 -- January 5, 2011

Round 3 -- April 13, 2011

The University of Chicago Booth School of Business requires the applicant to gather individual letters of recommendation to submit with the application. After completing this form, please place it in an envelope, seal it, and sign it across the seal. Return the envelope to the applicant.

Thank you for your contribution.

To be completed by the recommender. Please print clearly or type.

Recommenders Signature: _____ Date: _____

Title: _____

Employer: _____

Business Address (number & street): _____

City: _____ State: _____ Country: _____

Work Telephone: _____ E-mail address: _____

Please Indicate if you have an MBA degree: Yes No

Institution: _____ Year of Graduation: _____

How long have you know the applicant? Please describe your relationship to the applicant: _____



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Please rate the applicant using the scale below. We find the most helpful recommendations provide a credible distribution of ratings. Uniform ratings may not be helpful in distinguishing the applicant.

- 5 - Almost Always
- 4 - Most of the Time
- 3 - Often
- 2 - Sometimes
- 1 - Seldom
- NA - Unable to assess applicant

	1	2	3	4	5	NA
Follows through on stated commitments and promises						
Demonstrates flexibility and resilience in response to adversity and challenge						
Handles pressure and stress well						
Works collaboratively and non-competitively with others						
Respects the ideas, abilities and contributions of others and takes a genuine interest in their suggestions and concerns						
Makes an effort to understand and take an interest in how others are feeling						
Makes it easy for others to disclose, share and openly talk about their ideas, concerns and problems.						
Takes the time to understand and listen to others						
Clearly expresses and requests information from others						
Prepared and organized for meetings, discussions and presentations						
Researches and utilizes available information in order to understand and solve issues and problems.						
Uses written communication effectively and appropriately						
Seeks and applies feedback and constructive criticism from others						
Manages time effectively and efficiently						
Explores new approaches to problem solving						

Overall, how does the applicant rank in comparison to his/her peer group?:

- Truly Exceptional (Top 2%)
- Outstanding (Top 10%)
- Good (Top 25%)
- Average (Top 50%)
- Below Average

Please provide a written letter of recommendation. Be sure to include how the applicant ranks comparative to his/her peer group. Other items to consider are the applicant's:

- most salient strengths
- areas of development, including efforts the applicant has taken to show improvement
- team skills and leadership ability
- initiative, curiosity and motivation
- other matters which you feel we should know about the applicant