

RECOMMENDATION

Name of Applicant (print)

Last

First

Middle

Date of Birth

Note To Applicant

Please complete both the top and the waiver sections of this form even if you do not waive access. Deliver or mail this form to the person who will write your recommendation together with an unsealed envelope addressed to yourself. Ask your recommender to enclose the completed form, seal the envelope, **sign across the seal**, and mail the envelope back to you. **You should then send the envelope with its seal unbroken to the MBA program with the rest of your application materials.**

Waiver Section: Applicant to Complete

I understand that federal legislation provides me with a right of access to this recommendation, which may be waived, and that no school or person can require that I waive this right.

I hereby ☐ waive ☐ do not waive my right of access to this letter of recommendation.

Applicant's signature _____

Applicant's name (print) _____ Date _____

Recommender's name (print) _____

Note To Recommender

The above person is applying for admission to the Berkeley Full-time MBA program at the Haas School of Business. It is important both to the applicant and to the Haas School that we know as much as possible about the applicant's leadership potential and capacity for graduate business study. We encourage you to be completely candid and to **provide specific examples** wherever possible. It is helpful to the applicant if you answer the specific questions that we ask. Generic recommendations that do not address our questions typically do not strengthen an application. We appreciate your assistance and cooperation.

We prefer that the applicant gather all documents including the recommendations and submit a complete set of materials with the application. After completing this form, please enclose it in an envelope, seal the envelope, and **sign across the seal**. Your signature across the sealed flap of the envelope ensures the confidentiality of your assessment. Return the envelope to the applicant who will submit it to us unopened with the remaining application materials. Although our preference is to receive all application materials in one package from the applicant, if you wish to send your letter directly to the school, we will certainly accept it.

Recommender's signature _____

Recommender's name (print) ☐ Mr. ☐ Ms. _____ Date _____

Position/Title _____ Company name _____

Address _____ Telephone number _____

E-mail address (work) _____

I ☐ enthusiastically recommend ☐ recommend ☐ recommend with reservations ☐ do not recommend that this applicant be admitted to the Haas School of Business.

I ☐ authorize ☐ do not authorize the Haas MBA program to use this letter of recommendation in support of any award or scholarship program for which the applicant may be considered eligible.

☐ By checking this box, I certify that this recommendation was written entirely by me, using my own words. The applicant was not involved in crafting any portion of this written recommendation.

We are particularly interested in the answers to the following questions, but welcome any information you think appropriate. We encourage you to provide specific examples wherever possible. **Please provide your responses on your company letterhead or stationery**, but use this form to mark your responses to question 9 (see grid below).

1. Are you, or have you been, the applicant's direct supervisor? If not, what is the nature of your relationship?
2. How long have you known the applicant? How frequent is (was) your interaction with the applicant?
3. How does the applicant's performance compare with that of his or her peers?
4. How effective are the applicant's interpersonal skills?
5. What are the applicant's three greatest strengths? Cite specific examples.
6. What are the applicant's three greatest weaknesses or areas in need of improvement? Cite specific examples.
7. What significant contribution has the applicant made to your organization?
8. Please comment on the applicant's potential for leading an organization.
9. Please give us your appraisal of the applicant in terms of the traits listed below. Compare the applicant with others whom you know have applied to business school or with individuals who are being groomed for leadership positions within your organization. It should be extremely rare for any candidate to receive "truly exceptional" in all areas, and unusual for a candidate to receive either "superior" or "truly exceptional" in all areas.

	Truly exceptional (top 1%)	Superior (top 2%)	Outstanding (top 5%)	Very good (top 10%)	Good (top 25%)	Average (top 50%)	Below average (bottom 50%)	No Opportunity to Observe
Leadership ability								
Innovation & creativity								
Intellectual ability								
Analytical ability								
Quantitative ability								
Professional poise								
Interpersonal skills								
Self-confidence								
Personal integrity/ethics								
Maturity								
Initiative								
Ability to accept constructive feedback								
Respect for different viewpoints								
Oral communication skills								
Written communication skills								
Career focus								
Overall impression								