



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 GSB 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 GSB. 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 17, 2007
- Round 2 -- January 9, 2008
- Round 3 -- March 12, 2008

The University of Chicago Graduate 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: _____



	No basis for judgment	Below Average	Average (Top 50%)	Good (Top 25%)	Outstanding (Top 10%)	Truly Exceptional (Top 2%)
Writing skills						
Listening skills						
Speaking & presentation skills						
Time management						
Initiative						
Self-discipline						
Leadership potential						
Intellectual curiosity						
Creativity						
Ability to handle conflict						
Ability to adapt to change						
Ability to accept constructive feedback and learn from it						
Ability to work with others						
Concern for others						
Personal integrity						
Enthusiasm						
Reaction to setbacks						

Your overall impression of the applicant:

- 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