

PART 2: CAREER PROGRESS SURVEY

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Kellogg School of Management
Northwestern University
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Evanston, IL 60208-2001
USA

To be completed by the applicant (print or type):

Name of candidate _____
Last First Middle

Candidate’s Date of Birth _____

To the individual completing this form:

The person whose name appears above is applying for admission to the Kellogg School of Management at Northwestern University. The Admissions Committee values the recommender’s direct contact with the candidate. Using this form, please answer the following questions as candidly and specifically as possible. Rate the applicant in comparison with his or her professional peer group. The Admissions Committee is aware of the time and care necessary to prepare this evaluation and gratefully acknowledges your help. Your prompt response in returning this form is essential to a timely decision. Thank you for your assistance. (If you do not type directly on this form, please use letterhead and provide your contact information.) This survey is used for admissions purposes only and does not become a part of the student’s permanent file upon matriculation. Applicants do not have access to this evaluation.

Name of recommender completing this form (print or type) _____
Last First Middle

Highest degree attained and educational institution where degree attained _____

Recommender position/title _____ Company/Organization _____

Recommender address _____ Business telephone _____

Email address _____

Professional relationship to candidate _____ Candidate job title _____ Have known candidate for years / months _____

Please rate the applicant on the following 10 components. To whom are you comparing the applicant? _____

	No information	Outstanding Top 5%	Strong 15%	Average 50%	Below Average Bottom 30%
Analytical skills					
Communication skills					
Career performance					
Career focus					
Maturity					
Listening skills					
Team skills					
Respect for different viewpoints					
Demonstrated leadership					
Leadership potential					

Overall impression of candidate: ☐ Outstanding candidate (Top 5%)
☐ Strong candidate (15%)
☐ Average candidate (50%)
☐ Below Average candidate (Bottom 30%)

Are you willing to speak with an admissions officer about this candidate? ☐ Yes ☐ No

PART 2: CAREER PROGRESS SURVEY *(continued)*

1. What are the candidate's most outstanding attributes?

2. What are the three areas of the candidate's professional performance that have improved the most in the time you have known him or her?

3. What do you perceive to be the candidate's weaknesses?

4. Please address the following components of the candidate. Cite specific examples where possible.

a. Intellectual ability (e.g. analytical and quantitative skills, communication skills, creativity, curiosity)

b. Career performance (e.g. responsibilities and progression relative to others in the industry, impact on organization)

c. Career focus (e.g. clarity of post-degree plans, active participation in his or her own career development)

d. Interpersonal skills (e.g. maturity, listening skills, team skills, sense of humor, respect for different viewpoints)

e. Leadership experience and potential (e.g. ability to influence others, initiative, contribution beyond expected responsibilities, integrity)

Signature _____ Date _____