

The Duke MBA-Daytime

2007-2008 Recommendation Form

Office of Admissions, The Duke MBA – Daytime
 The Fuqua School of Business, Duke University
 One Towerview Drive
 Durham, North Carolina 27708-0104



Applicant's Name _____
LAST NAME / FAMILY NAME FIRST NAME / GIVEN NAME MIDDLE NAME

To the Applicant: Please indicate your full name above. Give this form and an envelope, addressed to yourself, to the person you have asked to recommend you. Ask this person to place the completed form in the envelope, seal the envelope, sign across the seal and return it to you. Include the sealed envelope with your application.

To the Applicant and Recommender: This recommendation will be used only for admission and financial aid purposes. This form will not be retained in any educational record should the above named applicant enroll at The Fuqua School of Business and the applicant will not have access to the recommendation under the provisions of the Family Educational Rights and Privacy Act of 1974.

To the Recommender: Please respond to the following questions. Please type or print. After completing this form place it in the envelope provided by the applicant, seal the envelope, sign across the seal and return it to the applicant. This recommendation is a required part of the application therefore a prompt return to the candidate is important. Fuqua admissions process places a great deal of importance on comments from recommenders. We realize this requires time and effort on your part and we appreciate your assistance. Many thanks for your contribution to our admissions process.

	Exceptional Top 2%	Superior Top 5%	Excellent Top 15%	Above Average Top 25%	Average Top 50%	Below Average Lower 50%	Unable To Rate
Leadership Potential							
Maturity							
Motivation							
Analytical Skills							
Intellectual Ability / Problem Solving							
Ability to Work with Others							
Responsiveness to Feedback							
Oral Communication Skills							
Planning Skills/Time Management							
Personal Integrity							
Self-Confidence							
Goal Directedness							
For non-native English speakers, please rate verbal and written English ability							

Recommend with confidence Recommend Recommend with reservation Not recommended
 If you recommend with reservations or do not recommend, please explain in attached document.

Signature _____ Date _____
 Name _____ Position _____
 Organization or Institution _____ Telephone _____
 Address _____
 City _____ State _____ Postal Code _____
 Country _____ E-mail Address _____
 Duke Alumnus/Alumna Yes No If so, Degree and Year _____

How long have you known the applicant and in what capacity?

What do you consider the applicant's top two talents or strengths?

In what areas does the applicant need improvement or growth? How would you describe the applicant's insight into these areas?

Comment on the applicants interpersonal skills (effectiveness in establishing and maintaining relationships; working with supervisors, peers, and subordinates; willingness to work in a team environment).

How would you describe the applicant's leadership potential and current leadership skills?

For non-native English speakers, please comment on the applicant's verbal and written English ability.

If you would like to provide any further comments that you feel would aid the committee in the evaluation of the applicant, please attach additional pages to this document.