



Recommender Last Name: _____ First Name: _____ 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