



CONFIDENTIAL RECOMMENDATION

TO THE RECOMMENDER

(Printed Name of Applicant)

has applied for admission to the Darden Graduate School of Business at the University of Virginia. It is important both to applicants and to us that we know as much as possible about their aptitude and capacity for graduate business study. **Return this form and your analysis to the applicant in a sealed envelope with your signature across the flap.** The recommendation will be sent to the school by the applicant with his or her completed application. We greatly appreciate your assistance and cooperation.

1. How long have you known the applicant and in what capacity?
2. What unique qualities does the applicant possess that lead you to endorse his/her application to the Darden School? Cite specific examples in support of this evaluation.
3. Please comment on this applicant's experience and/or potential to mentor or manage others.
4. In what areas does the applicant need the most improvement?

TO THE APPLICANT

Under the Family Educational Rights and Privacy Act of 1974, a successful applicant for admission to the University of Virginia has access to his/her admission records including letters of recommendation. However, an applicant may waive the right to see letters of recommendation, in which case such letters will be held in confidence. If an applicant has not signed a waiver, it is assumed that this letter of recommendation is submitted with the recommender's understanding that the applicant, once admitted to the University, may request to see the letter.

If you wish to waive your right to examine this letter of recommendation, sign here.

Signature of Applicant

Date

SOCIAL SECURITY NO.

(date of birth for international applicants)

The Darden School does not provide envelopes.

Continued on the next page

Give us your appraisal of the applicant in terms of the leadership traits listed below. Compare the applicant with others whom you know to have applied to graduate school and/or with individuals in your organization who are being groomed for positions in senior management.

	Exceptional Top 5%	Excellent Top 15%	Good Top 30%	Average Middle 30%	Poor Bottom 30%	No opportunity to observe
Intellectual ability						
Analytical thinking/problem-solving						
Innovation and creativity						
Initiative						
Integrity						
Maturity						
Ability to work with others						
Self-confidence						
Leadership potential						
Oral communication skills						
English proficiency						
Time management						
Respectful of others						

OVERALL APPRAISAL ☐ Strongly Recommend ☐ Recommend ☐ Recommend with Reservation ☐ Do Not Recommend

ADDITIONAL COMMENTS

Signature

Date

Name (print)

Recommender has MBA? ☐ Yes ☐ No

Organization

If yes, institution and grad year.

Position

Business or Home Address

City, State, ZIP

Business or Home Telephone Number (include area code)

E-Mail Address