

PART 2: Letter of Recommendation

Applicant Information:

 Name of candidate _____
Last First Middle

IMPORTANT PRIVACY NOTICE: Under the terms of the Family Educational Rights and Privacy Act of 1974, if admitted and enrolled, you will have access to the information provided in all letters of recommendation, unless one of the following is true: 1) The institution does not save letters of recommendation post-matriculation. 2) You waive your right of access to letters of recommendation, in which case the letters of recommendation will be considered confidential.

- I DO WAIVE my right to inspect the contents of this letter of recommendation. I understand it shall remain confidential and that I will not have access to read it.
- I DO NOT WAIVE my right to inspect the contents of this letter of recommendation.

Signature _____ Date _____

To the Recommender:

The person whose name appears above is applying for admission to the _____ program at the Kellogg School of Management at Northwestern University. Using this form, please answer the following questions as candidly and specifically as possible. Please assess the candidates 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. We sincerely thank you for your assistance.

 Name of recommender completing this form _____
Last First Middle

Recommender position/title _____ Company/Organization _____ Highest degree attained and educational institution where degree attained _____

Recommender address _____

Business telephone _____ Email address _____

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

	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

 If the candidate is admitted, I understand I may be contacted by Re Vera Services as part of the background check process to verify authenticity of this letter of recommendation.

Signature _____ Date _____

