

LETTER OF REFERENCE



LETTER OF REFERENCE FOR APPLICATION TO THE MBA PROGRAM • GOLDEY-BEACOM COLLEGE

To the Applicant

Please print or type your name _____
Last First Middle

Pursuant to the Family Educational Rights and Privacy Act of 1974, applicants to the MBA Program at Goldey-Beacom College may either waive or reserve the right to see this confidential evaluation after it has been completed. Please indicate your choice below before submitting this form to be completed.

_____ I waive the right to see this evaluation form after it has been completed.

_____ I reserve the right to see this evaluation form after it has been completed.

Signature of Applicant

Date

To the Person Serving as a Reference

You may complete this form OR submit a separate letter covering the items listed on the back-- whichever is more convenient for you.

If you are submitting a separate letter, please return this form also, since it contains the applicant's statement of waiver/non-waiver of access to the Letter of Reference. Please note that, by federal law, if the applicant does not waive his/her right of access to the Letter of Reference, he/she may see it after it is submitted. In compliance with Section 504 of the Rehabilitation Act of 1973, those providing letters of recommendation are asked not to refer directly or indirectly to an applicant's handicap or physical disability.

Please return this form in the envelope the applicant provides.

Thank you for helping us evaluate the suitability of this person for the MBA program at Goldey-Beacom College.

Your full name _____
(Please print or type)

Position/Title _____

Organization _____

Address _____

Work Telephone _____

How long have you known the applicant? _____

Relative to the applicant's reference group, please rate him or her on the following characteristics:

	<i>Truly Superior 95-100%</i>	<i>Excellent 90-94%</i>	<i>Good 75-89%</i>	<i>Above Average 50-74%</i>	<i>Below Average 0-49%</i>	<i>No Basis for Judgement</i>
Intellectual ability						
Motivation						
Emotional maturity						
Self-discipline						
Self-confidence						
Effective written communication						
Effective oral communication						
Problem solving						
Leadership ability						
Ability to work with others						
Dependability						

Comments _____

Does the applicant possess any characteristics that you consider to be special talents or strengths? _____

In what area can the applicant improve? _____

Please indicate the strength of your overall endorsement by placing an "X" next to the appropriate selection.

- _____ Highly Recommended
- _____ Recommended
- _____ Recommended with some reservation
- _____ Not Recommended