

Recommendation Form

To the Applicant:

- Please enter your name below. Read the section below and sign if you choose to waive your rights of access to this recommendation form.
- Give this form to two other persons (personal or business associates) who are able to comment on your qualifications for MBA study. Ask this person to fill the form out completely, enclose and seal in an envelope, and sign his or her name across the flap. Include the letters of recommendation in the application packet.

The Family Education Rights and Privacy Act of 1974 and the Florida Statute 228.093 (3) (a) entitle students to have access to letters of evaluation in their permanent record file at the College of Business Administration, University of South Florida. The applicant may waive this right of access to letters of evaluation, in which case letters of evaluation will be considered confidential by the College of Business Administration, University of South Florida and will not be available to the student.

I the undersigned, hereby waive all rights to access this letter of recommendation. I agree that the observations made in this letter of recommendation should be confidential between the writer and the various agencies to which my credential file may be addressed.

Applicant's Printed Name

Applicant Signature

Date

To the Recommender:

- Please answer the questions below as specifically and candidly as possible. Your comments will be an important factor in the admissions decision. Enclose your recommendation and any additional comments in the envelope provided, seal and write your name across the flap.
- Return it to the applicant so that it may be included in his or her application packet.
- We realize this requires time and effort on your part, and we appreciate your assistance. Thank you.

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

2. What do you consider the applicant's most outstanding talents or characteristics?

3. What do you consider the applicant's chief liabilities with regard to completing our academic program and having a successful academic career?

Preliminary Application

- Please discuss your perception of the applicant's potential in a professional environment particularly with regard to interpersonal skills and originality in thinking.
- Please provide any further comments that you feel would aid in evaluation of the applicant. (Use a separate sheet if necessary.)

Keeping in mind your reference group, please evaluate the applicant as fairly as you can in each of the categories below by placing an 'x' in the appropriate box beneath.

	Below Average Lowest 40%	Average Middle 35%	Above Average Next Highest 15%	Next Highest Outstanding 5%	Highest Truly Exceptional 5%
General Ability					
Judgement					
Creative Qualities					
Maturity					
Initiative					
Self-discipline					
Leadership Potential					
Analytical Skills					
Verbal Skills					

- I _____ this applicant to be accepted by the EMBA program at the University of South Florida College of Business.

- strongly recommend
- recommend
- recommend with reservations
- do not recommend

Please print or type.

Name Signature

Position Organization

Address Date

Preliminary Application

