

Letter of Recommendation

This evaluation of the applicant's professional accomplishments and leadership potential will be used for admission purposes only. By signing below, the applicant voluntarily waives his or her right to access this confidential information.

Applicant's Name: _____

Applicant's Signature: _____ . Date: _____

TO THE RECOMMENDER:

The person whose name appears above is applying for admission to the University of Florida MBA Programs. The information you are providing is considered an important part of the application process. The Admissions Committee is aware of the time and care necessary to prepare this evaluation and thanks you for your assistance.

Using this form, please answer the following questions as candidly and specifically as possible. Place the completed form in the envelope addressed to the applicant. Seal the envelope, sign the back flap to ensure confidentiality and return it to the applicant. Your thoughtful consideration of the applicant's qualifications for graduate management study is appreciated.

Name of Recommender: Mr. Ms. Mrs. Dr. _____

Employer: _____, Title: _____

Address: _____

City, State, Postal Code: _____ . Country: _____

Work Phone: _____, E-mail Address: _____

Highest Degree Attained: _____, Institution: _____

1) How long have you known the applicant and under what circumstances?

2) What do you consider to be the applicant's strengths?

3) In what areas does the applicant need to improve?

4) Assess the applicant's interpersonal skills in working with peers, supervisors and, if appropriate, subordinates.

5) Describe the applicant's leadership potential and the likelihood of success in a business career.

6) Please complete the following evaluation matrix and indicate the group to which you are comparing the applicant:
 Other individuals within your organization who have exhibited managerial promise.
 Other individuals you know who have applied or are applying to graduate business school.

	Top 5% Outstanding	Top 15% Excellent	Top Third Good	Middle Third Average	Bottom Third Poor	Not Observed
Intellectual Ability						
Analytical Ability						
Imagination and Creativity						
Maturity						
Organizational Skills						
Ability to Work With Others						
Leadership Potential						
Self Confidence						
Oral Presentation Skills						
Written Communication Skills						
Managerial/Career Potential						
Intensity						
OVERALL EVALUATION						

7) Additional Comments: Is there anything else you would like to share with the Admissions Committee about this applicant that will help us to evaluate his or her application?

8) Are you willing to speak with the Admissions Committee regarding this applicant? Yes No

9) Describe your level of commitment in recommending this applicant for the Florida MBA Programs:

Highly Recommend Recommend Recommend with Reservations Do Not Recommend

Recommender's Signature: _____, Date: _____