

TO THE APPLICANT: Complete *Section I* below and forward this MBA applicant reference form to the individual (evaluator) who will provide the reference. Please advise the evaluator to submit the completed MBA applicant reference form in .pdf file format to gradadmissions@uhd.edu. Upon receipt the MBA applicant reference form becomes the property of UHD and will not be returned. In addition, UHD reserves the right to verify all MBA applicant reference forms with the evaluator.

TO THE EVALUATOR: Complete *Section II* and email the completed MBA applicant reference form from your email account in .pdf file format to gradadmissions@uhd.edu. If you need to use additional pages submit them in .pdf file format with the MBA applicant reference form. Your candid completion of this MBA applicant reference form is greatly appreciated. You can be assured that this MBA applicant reference form is completely confidential and will not be shared with the applicant, provided the applicant has waived their rights to review it.

SECTION I (to be completed by MBA applicant)

Name: _____ Date of Birth ____/____
Last First MI Month/Day

Current Address _____

ALL MBA APPLICANTS MUST READ AND SIGN THIS AUTHORIZATION FOR WAIVER*:

I understand my right under the U. S. Family Educational Rights and Privacy Act of 1974 to review confidential appraisals placed in my file that are submitted with reference to admission to a graduate or other school.

I do do not (you must check one) waive my right to review this MBA applicant reference form.

Applicant's Signature _____ Date _____

Agreeing to waive your right to review this MBA applicant reference form is not required as a condition of admission to the UHD MBA program.

SECTION II

Name of evaluator _____

The length of time you have known the applicant: ____ Years

The capacity in which you have known the applicant (check all that apply):

- Employer
- Manager
- Team member
- Subordinate
- Other (please specify) _____

What was the nature of the applicant's duties (briefly describe)?

With whom are you comparing this applicant on the factors listed below (check only one)?

- Employees I know with similar duties and education;
- All persons reporting to me

Please evaluate the applicant, in comparison with the group identified above, as fairly as you can, by checking only one box on each of the characteristics listed below:

	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%	Unable to Judge
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity/emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical thinking ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation to succeed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

In what area(s) does the applicant need further development?

SUMMARY EVALUATION (check only one):

I **strongly recommend** this person for admission to the UHD MBA program and believe they have the capacity to perform at a superior level.

I **recommend** this person for admission to the UHD MBA program and believe they have the capacity to perform at a superior level.

I believe this person's qualifications for the MBA program are **marginal** but they may have the potential to benefit from MBA study.

I **do not recommend** this person for admission to your MBA program.

Evaluator's signature _____ Date: _____

The College of Business realizes providing a reference requires time and effort. We would like to take this opportunity to thank you for your assistance.

Please complete the following contact information:

Name _____ Position _____

Company: _____

Work Address: _____

Telephone: _____

Email Address: _____