

Application for Admission**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: _____ 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 electronic form, please answer the following questions as candidly and specifically as possible. Completed forms should be submitted directly to the UF MBA Programs Office at FloridaMBA@warrington.ufl.edu. If additional space is needed, please include a Word document with your email submission. 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.

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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: _____