ILLINOIS
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Executive MBA Program
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Chicago, IL 60606

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Executive MBA Letter of Recommendation

Instructions to the applicant: Item 1 must be completed by you. You may sign item 2 if you wish to waive your right of access to this letter. Give this form to a person acquainted with your education and abilities. Submit references in sealed envelopes with your application.

1. Applicant's name: _____
   last first middle

   Address: _____

   _____

2. (Optional) I hereby waive whatever rights of access I might have to this confidential recommendation as provided in the Federal Family Educational Rights and Privacy Act of 1974.

_____
signature date

Instructions to the recommender: The person named above is applying for admission to the Executive MBA Program. Your answers to the following questions will provide the Admissions Committee with information needed to make a thorough evaluation of the applicant. Thank you for your thoughtful assessment of this applicant. If the applicant has signed item 2 above, the confidentiality of this letter of reference is assured. Return this completed form to the applicant in an envelope with your signature across the sealed flap.

Name of recommender: _____

Signature: _____ Date: _____

Position/Title: _____

Institution/Organization: _____

Address: _____ Telephone: _____

E-mail address: _____

Are you an alumna/alumnus of the University of Illinois College of Business? ❑ Yes ❑ No Year of degree _____

How long have you known the applicant? _____

Under what circumstances have you known the applicant? _____

Below, please evaluate the applicant in comparison with others you have known during your professional career. Describe the comparison group you are using:

_____

Self-confidence	Superior (top 2%)	Outstanding (top 10%)	Above Average (top 33%)	Average (middle 33%)	Below Average (lower 33%)	Unable to judge
Creativity/Innovation						
Common Sense						
Intellectual Ability						
Maturity						
Ability to Work with Others/Teamwork						
Initiative and Motivation						
Personal Integrity						
Flexibility						
Managerial/Leadership Potential						
Oral Communication Skills						
Written Communication Skills						
Analytical Ability/Problem Solving						
Organizational Ability						
Sense of Humor						

I ❑ Strongly recommend ❑ Recommend ❑ Recommend with reservations ❑ Do not recommend that this applicant be admitted

Use additional sheets of paper if necessary. Please sign your name on each sheet.

1. Discuss the applicant's ability to work with others. (Consider the applicant's ability to work with peers, supervisors, and subordinates; his or her ability to lead and to delegate responsibility; and his or her willingness to work in a team environment.)

2. What is your impression of the applicant's capacity for graduate education and likelihood of career advancement?

3. What are the applicant's chief liabilities or weaknesses that would be remedied through graduate education?

4. How will an Executive MBA help the applicant or his/your company realize career and/or company objectives?