UH Downtown College of Business

MBA Applicant Reference Form

Director, COB Graduate Programs

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 <u>gradadmissions@uhd.edu</u>. 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 <u>gradadmissions@uhd.edu</u>. 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 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 _____ 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:

	Тор	Top	Top	Тор	Bottom	Unable
	5%	10%	25%	50%	50%	to Judge
Creativity						
Intellectual ability						
Maturity/emotional stability						
Teamwork ability						
Demonstrated leadership skil	lls					
Leadership potential						
Writing ability						
Oral communication ability						
Critical thinking ability						
Acceptance of feedback						
Motivation to succeed						
Integrity						
				1 0		

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 followi	ng contact information:
Name	Position
Company:	
Work Address:	
Telephone:	
Email Address:	