

## Applicant

**Applying to: Evening and Weekend MBA**

Haas School of Business

## Applicant Information

Thank you for agreeing to write a recommendation for the applicant for admissions to the Evening & Weekend Berkeley MBA Program at the Haas School of Business. It is important both to applicants and to Berkeley-Haas that we know as much as possible about the applicant's potential for further professional advancement and capacity for graduate business study. We encourage you to be completely candid in your assessment and to **provide specific examples wherever possible**. We greatly appreciate your assistance.

At Berkeley-Haas, we describe our culture through the following four Defining Principles:

- Question the status quo;
- Confidence without attitude;
- Students always; and
- Beyond yourself.

(For more information, please refer to our [website](#).)

Please note that federal legislation provides a successful applicant for admission with access to his or her admission records, including letters of recommendation. However, an applicant may waive the right to see letters of recommendation, in which case such letters will be held in confidence. If an applicant has not waived this right, then it is assumed that this recommendation is submitted with the recommender's understanding that the applicant may request to see this recommendation. This applicant may or may not have waived the right to see your recommendation.

Once the form has been mailed to us, you will not be able to make any changes.

First Name

Last Name

Organization

Position/Title

Industry

Telephone

Email Address

You may/may not contact me at work regarding this applicant.

Which of the following best describes your relationship to the applicant?

Please describe the nature of your relationship with the applicant. How long have you known them? If the applicant has reported to you, what was the duration of that relationship? How frequent is/was your interaction with the applicant?

### **Results Orientation**

How has the applicant's performance, relative to their goals, improved the effectiveness of your business unit and/or the larger organization? Please provide specific examples.

### **Strategic Orientation**

If the applicant has contributed toward the strategic goals of the organization, please share below.

### **Team Leadership**

Please elaborate on your ranking, including at least one specific example.

### **Influence and Collaboration**

We believe that "Confidence Without Attitude" is central to a collaborative approach and the foundation of a successful business school experience. Please comment on how the applicant reflects this Berkeley-Haas Defining Principle in team settings.

### **Communication**

### **Information Seeking**

### **Developing Others**

Please share your perspective on the effectiveness of the applicant's leadership and/or management skills, with or without formal authority. Please comment on the applicant's ability to motivate and develop others.

### **Change Leadership**

"Question the Status Quo" is another key Berkeley-Haas Defining Principle. Please provide an example of how the applicant has successfully demonstrated this principle.

### **Respect for Others**

### **Trustworthiness**

**Please elaborate on the applicant's performance by answering the questions below:**

How would you describe the applicant's interpersonal skills? How easily does the applicant engage/establish rapport with others?

Every professional has aspects of their performance that can be identified as unique strengths as well as areas for growth.

A. What are the applicant's two greatest strengths that differentiate them from peers? Please provide specific examples.

B. What would you identify as the applicant's areas for growth? Please elaborate as needed.

How would you rate the applicant's career progression, using the applicant's peers as your reference group?

Please explain your rating above, including potential for future career advancement and context around the applicant's peer group.

To what degree do you recommend the applicant for admission?

**I certify that this recommendation was written entirely by me using my own words. The applicant was not involved in crafting any portion of this written recommendation.**

Full Name Printed

Signature

Date