

FALL 2017 RECOMMENDATION FORM

Name of Applicant (print) _____
Last First Middle

NOTE TO APPLICANT

Please complete both the top and the waiver sections of this form even if you do not waive access. Ask your recommender to enclose the completed form in an envelope, seal it, **sign across the seal**, and mail the envelope back to you. **Send the envelope with its seal unbroken to the Evening & Weekend Berkeley MBA Admissions office with the rest of your application materials.**

Waiver Section: Applicant to Complete

I understand that federal legislation provides me with a right of access to this recommendation, unless waived, and that no school or person can require that I waive this right.

I hereby waive do not waive my right of access to this letter of recommendation.

Applicant's signature _____ Date _____

Applicant's name _____ Recommender's name _____

NOTE TO RECOMMENDER

The above person is applying for admission 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 whenever possible**. We greatly appreciate your assistance.

At Berkeley-Haas, our distinctive culture is defined by four key principles:

1) Question the status quo; 2) Confidence without attitude; 3) Students always; and, 4) Beyond yourself.
(For more information, please refer to our website, <http://www.haas.berkeley.edu/mission/principles>)

Please note that federal legislation provides a successful applicant for admissions 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.

After completing this form, please enclose it in an envelope, seal it, **sign across the seal**, and return it to the applicant. Your signature across the sealed flap of the envelope ensures the confidentiality of your assessment. If you wish to send your recommendation directly to the school, please mail it to:

Evening & Weekend Berkeley MBA Admissions
Haas School of Business
430 Student Services Bldg #1906
Berkeley, CA 94720-1906

Recommender's name (print) Mr. Ms. _____

Position/Title _____ Company _____

Address _____ Phone _____

Email Address (work) _____

By checking this box, I certify this recommendation was written entirely by me, using my own words. You **may** **may not** contact me at work regarding this applicant.

QUESTIONS

Please provide your responses on your company letterhead, but use this form to mark your responses to questions 1, 9, 11 and 13. We encourage you to provide specific examples wherever possible. It is helpful to the applicant if you answer the specific questions that we ask.

1. I enthusiastically recommend recommend recommend with reservations do not recommend that this applicant be admitted to the Evening & Weekend Berkeley MBA Program.
2. Please describe your relationship to the applicant. Are you, or have you been, the applicant's direct supervisor? If not, what is the nature of your relationship? How long have you known the applicant and how frequent is/was your interaction with him/her?
3. How does the applicant's performance compare with that of his/her peers? Please give context to who the applicant's peers are.
4. How effective are the applicant's interpersonal skills? How would you describe his/her personality?
5. What are the applicant's two greatest strengths? Please cite specific examples.
6. What constructive feedback have you offered the candidate in a professional capacity?
7. In the Berkeley MBA program, we develop leaders who embody our distinctive culture's four key principles, one of which is "confidence without attitude" or "confidence with humility". Please comment on how the applicant reflects this Berkeley-Haas value.
8. Please comment on the applicant's potential for further professional advancement.
9. How would you rate the applicant's career progression, using the applicant's peers as your reference group? fast on track slow Please explain.
10. Please explain.

11. Please rate the applicant on the qualities listed below, using the applicant’s peers as your reference group:

	Truly Exceptional (top 2%)	Outstanding (top 10%)	Very Good (top 20%)	Good (top third)	Average (middle third)	Below Average (bottom third)	No Opportunity to Observe
Interpersonal skills							
Ability to work well with others							
Verbal communication skills							
Written communication skills							
Maturity							
Professionalism							
Initiative							
Ability to question the status quo							
Self-confidence							
Leadership/career potential							

12. Please feel free to add any additional comments or to explain your ratings on the grid.

13. Please provide us with your overall impression of the applicant:

- Truly exceptional (top 2%)
- Outstanding (top 10%)
- Very good (top 20%)
- Good (top third)
- Average (middle third)
- Below average (bottom third)
- No opportunity to observe

By signing below, I certify that this recommendation was written entirely by me using my own words. The applicant was not involved in crafting this written recommendation.

Recommender’s signature _____