LETTER OF RECOMMENDATION FORM – Page 1
To accompany official letter of recommendation

APPLICANT: Please type or print neatly.

Name: ______________________________________________________________________________________________________________

Last First Middle Initial

Program applying to:  ☐ Full-Time MBA  ☐ Evening MBA  ☐ Executive MBA

I understand that federal law provides me with the right to access this letter of recommendation, after enrollment, and that no school may require me to waive this right.

I hereby  ☐ waive  ☐ do not waive my right to access this letter

Recommender: _________________________________________________ Business Title: __________________________________________

What is your relationship to the applicant? _________________________________________________________________________________

Organization: __________________________________________________ Telephone Number: (____)________________________________

Mailing Address: ______________________________________________________________________________________________________

____________________________________________________________________________________________________

E-Mail Address: _______________________________________________________________________________________________________

To the person submitting this recommendation:

Thank you for agreeing to write on behalf of this candidate who is applying for admission to the Eller MBA Full-Time program. We have found that the most useful recommendations provide detailed information, descriptions, and specific anecdotes of the candidate’s intellectual abilities and personal qualities as they relate to individual potential for success in the program and as a senior-level manager or professional. This information makes it possible for us to distinguish the best candidates from the pool of applicants.

We thank you for participating in this process and look forward to hearing from you soon.

The Eller MBA program admissions staff

Please address these topics in a separate letter of recommendation and attach the letter to the form on page 2.

1) How long and in what capacity have you known this applicant?
2) What are the applicant’s principal strengths, and how does the applicant compare with other individuals at similar professional levels?
3) What are the areas on which the applicant can most improve?
4) Please comment on the applicant’s professional skills: analytical ability, problem solving ability, organizational skills, creativity, etc.
5) Please describe the applicant’s leadership skills and/or potential for leadership.
6) Please provide any additional information that you feel is relevant to this process (e.g., personal integrity, interpersonal skills, level of maturity, ethics, motivation, unusual accomplishments, English capability, etc).

Please see Letter of Recommendation Form, Page 2
The following check list provides an efficient method to summarize the applicant’s level of skill/expertise in a number of areas that are of importance to us in the admissions process.

<table>
<thead>
<tr>
<th>Skill Area</th>
<th>No Basis for Judgement</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
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<tbody>
<tr>
<td>Leadership Potential</td>
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<td>Energy/Drive</td>
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<td>Creativity/Innovativeness</td>
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<td>Intellectual Curiosity</td>
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<td>Written Communication</td>
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<td>Oral Communication</td>
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<td>Team Player</td>
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<td>Compassion/Sensitivity</td>
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<td>Analytical Skill</td>
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<td>Motivation</td>
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<td>Maturity</td>
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Do you recommend this applicant for admission to the Eller MBA program?

- [ ] Strongly recommend
- [ ] Recommend
- [ ] Recommend with some reservations
- [ ] Do not recommend

Recommender’s signature: __________________________________________________________________ Date: _____ / _____ / ________

Please return this form to the applicant in a sealed envelope and sign across the flap. The applicant will submit it unopened with his or her application.