

Program Reference for The Capital MBA

Please print or type.

Applicant's name _____
Last First Middle

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), you have the right to review your educational records if you enroll at Capital University. You may waive your right of access to this specific report. Your decision to waive or not to waive your right of access will have no bearing on the handling of your application by the Admissions Committee. You must sign your name below after checking the appropriate response.

I waive my right to access this report I do not waive my right to access this report

Applicant's signature _____ Date _____

Reference's name _____
Last First Middle

Title Organization

Note to applicant

Please give a copy of this form to the references listed on your admission application. Ask each reference to complete it, sign it and return it either as a scanned e-mail attachment or sealed in an envelope and mailed to the address at the top of this page.

Note to reference

The person whose name appears above is applying for admission to Capital University's MBA program. The Admission Committee places particular emphasis on comments from people who may be able to judge the candidate's capabilities. **This form will be used exclusively by the committee. It will not become a part of the student's record at Capital University.** Please complete this form, sign it and return it either as a scanned e-mail attachment or sealed in an envelope and mailed to the address at the top of this page.

Evaluation

In what capacities and for how long have you known the applicant? _____

We would be grateful for your candid assessment of this applicant's potential in both the Capital MBA program and as a leader.

1. Please attach a separate recommendation letter written on your official letterhead. In addition to your name, your title and the applicant's name, cite **specific examples** you have seen that demonstrate the applicant's skills and potential for success in the Capital University MBA program, such as: professional accomplishments; leadership qualities; integrity; intellectual and emotional maturity; motivation; analytical reasoning; organization; expression of ideas; creativity; and/or team work. Also include areas for improvement as appropriate.

2. Please rate the candidate on the following dimensions using this scale. Use "NA" if you have not had the opportunity to observe the candidate in a particular competency. (1) Needs Improvement (2) Fair (3) Good (4) Very Good (5) Excellent

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|-----------------------------------|---|---|---|---|---|----|---------------------------|---|---|---|---|---|----|
| Oral Communication | 1 | 2 | 3 | 4 | 5 | NA | Motivation to Learn | 1 | 2 | 3 | 4 | 5 | NA |
| Written Communication | 1 | 2 | 3 | 4 | 5 | NA | Conscientiousness | 1 | 2 | 3 | 4 | 5 | NA |
| Analytical/Problem Solving Skills | 1 | 2 | 3 | 4 | 5 | NA | Interpersonal Skills | 1 | 2 | 3 | 4 | 5 | NA |
| Quantitative Skills | 1 | 2 | 3 | 4 | 5 | NA | Ability to work in a team | 1 | 2 | 3 | 4 | 5 | NA |
| Self-Awareness | 1 | 2 | 3 | 4 | 5 | NA | Organizational Skills | 1 | 2 | 3 | 4 | 5 | NA |

3. Compared to your employees or colleagues with similar experience and training, rate the applicant on leadership aptitude:

Outstanding (highest 5%)
 Good (highest 25%)
 Below Average (below 50th percentile)
 Very Good (highest 10%)
 Average (50th percentile or above)

4. Recommendation for admission into the Capital MBA:

Strongly recommend
 Recommend with reservations (please elaborate in your letter)
 Recommend
 Do not recommend

Reference's signature _____

Reference's name (please print) _____

Date of reference _____