

## LETTER OF RECOMMENDATION

Applicant: Complete this selection

Applicant's Name: \_\_\_\_\_

Current Address : \_\_\_\_\_

\_\_\_\_\_

I waive the right to inspect this confidential recommendation. I understand that, according to the Family Educational rights and Privacy Act of 1974, this waiver is optional.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....

Directions to the recommender:

The person named above is applying for admission to graduate studies in the School of Business at the University of Kansas. You have been selected by the applicant to submit your comments on the applicant's qualifications for graduate work in business. The information supplied on this form will be used for the purpose of assessing the applicant's qualifications for admission and, if requested and funds are available, for financial assistance. Your comments will be held completely confidential if the applicant has signed the statement above. Please enclose this form in the envelope addressed to the applicant, sign your name across the envelope seal, and return it to the candidate for submission with the remainder of the application package. Thank you for your cooperation and assistance.

1. How long have you known the applicant? \_\_\_\_\_  
years months

2. Under what circumstances have you known the applicant?

3. What are the applicant's primary strengths?

4. What are the applicant's primary weaknesses or liabilities? How might these affect the applicant's performance in graduate program and future career in management?

5. From your knowledge of the applicant, how would you assess his/her potential for a management career? What is the basis for this assessment?

6. Please complete the rating grid by evaluating the applicant in relation to other candidates you have known in a similar capacity.

	<i>Exceptional</i> Upper 5%	<i>Outstanding</i> Upper 10%	<i>Above Average</i> Upper 1/3	<i>Average</i> Middle 1/3	<i>Below Average</i> Lower 1/3	<i>No Basis For Judgment</i>
Conceptual ability						
Analytical ability						
Ability to work with others						
Initiative						
Maturity						
Effectiveness in speaking						
Effectiveness in writing						

Please Describe the reference group you are using to make your comparisons.

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I would (check one) ☐ strongly recommend ☐ recommend ☐ recommend with reservations ☐ not recommend that the applicant be admitted to a graduate program at the University of Kansas

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
College/organization

\_\_\_\_\_  
Business address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City, state, zip code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone