



Applicant

Please ask your reference to complete this recommendation form and letter of assessment and return it directly to University of Charleston Admissions Processing, 158 Dye Drive, Beckley, WV 25801.

Applicant's Name Last First Middle

Applicant's E-mail Address

You may waive your right to review this letter of recommendation after enrollment. Waive Do not waive

Recommender

The individual named above is applying for admission to the Doctor of Executive Leadership program at the University of Charleston. Your comments about the applicant are an important component of the admissions application. Please submit this recommendation directly to University of Charleston at the address that appears in the Applicant section above.

Your Name

Organization Position or Title

Organization Mailing Address

Office Phone Cell or Personal Phone (if preferred) Business E-mail Personal E-mail (if preferred)

Please also answer the following

Do you have substantial knowledge of the applicant spanning more than a year? Yes No

If so, how long?

What is your relationship with the applicant?

Evaluation

Please rate the individual you are providing a recommendation for on a scale from 1 to 5, following the scale indicated below.

1—Poor | 2—Adequate | 3—Average | 4—Above Average | 5—Exceptional | NA—Unfamiliar with the applicant's proficiency in this area

Overall professional ability Professional writing ability

Computer comfort and ability Nonlinear thinking

Participation in leadership-relevant professional or personal activities

Research-oriented activity and substantiation Self-direction

Willingness to accept feedback and direction from others

(over)

Letter of Assessment

As a separate attachment, preferably on your letterhead, please provide a letter indicating your assessment of the applicant, including examples of his or her involvement in leadership-applicable activities.

Verification of Information

I certify that I know the individual in the capacity described, and that my assessment and description are accurate to the best of my knowledge.

Signature

Date



For more information, call 877.345.5061.