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 ____________________________________________________________

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 ____________________________________________________________

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