

Confidential Recommendation



Applicant's Name _____
(Last Name) (First) (Middle Initial)

To the Applicant:

Print your name above and sign the statement below. The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to education records concerning them. Students are also permitted to waive their right of access to recommendations. A waiver of their right of access may permit recommenders to submit a more candid evaluation. The following signed statement indicates the wish of the applicant with respect to this recommendation.

- ☐ I waive my right of access to the following recommendation.
- ☐ I do not waive my right of access to the following recommendation. I understand that under the law I only have access to this recommendation if I am admitted to and actually enroll at the University of Charleston.

Signature

Date

To the Recommender:

The person whose name appears above is applying for admission to the University of Charleston MBA Program and has requested that your evaluation be included as part of the information upon which the admission decision will be based.

The MBA Program is a 16-month course of study designed to enhance managerial capacities by developing analytical, problem-solving, and decision-making skills in an environment of diversity and teamwork. We value your direct contact with the applicant and will appreciate your responses to the following questions as candidly and specifically as possible. We realize the amount of time and care necessary to complete a thoughtful recommendation and are grateful for your assistance.

Please mail the completed nomination directly to:
University of Charleston
Graduate School of Business and Leadership
900 Virginia Street, East, Suite 200
Charleston, WV 25801

Name of Recommender (print or type) _____

Position or Title _____

Organization _____

Address _____

Phone Number _____

Fax Number _____

1. How long and in what connection have you known the applicant?

2. What special qualities (for example, intellectual, communication, leadership, and interpersonal skills) does the applicant possess that would contribute to success in graduate management study and a senior management position?

3. What qualities should the applicant improve upon for an effective managerial career?

4. Please rate the applicant in the following interpersonal and professional attributes, relative to others whom you have known in a similar capacity.

	Outstanding	Strong	Average	Fair	Poor	Not Observed
Integrity						
Motivation and Drive						
Leadership Potential						
Imagination and Creativity						
Self-Confidence						
Ability to Work Well With Others						
Intellectual Ability						
Analytical Ability						
Ability in Oral Expression						
Ability in Written Expression						

Please comment on the appraisal provided above and make any additional statement about the applicant that will help the Admissions Committee make its decision.

I ☐ strongly recommend ☐ recommend ☐ recommend with reservation ☐ do not recommend this applicant for admission to the MBA in the School of Business at the University of Charleston.

Signature

Date