

Confidential Recommendation on Applicant

Augsburg College Graduate Studies • Master of Business Administration

the AUGSBURG
MBA

Name of Applicant (please print) _____

To the Applicant

I understand that federal law provides me, after enrollment, with a right of access to this recommendation, and that no school or person can require me to waive this right.

I hereby waive do not waive my right of access to this recommendation.

Signature of applicant _____ Date _____

Failure to complete and sign this section will be considered an expressed waiver of your rights.

To the Recommender

Recommender's name _____

Title _____

Company _____

Address _____

or include a business card

In a separate letter, please give a candid assessment of the applicant's particular abilities, whether positive or negative, as you have experienced them. Since letters of recommendation are a critical component of the decision making process, being as specific as possible is greatly appreciated by the Admissions Committee. We thank you for your time and effort in providing this information.

Please address the following questions in your letter of recommendation:

1. How long and in what capacity have you known the applicant?
2. Please comment on the applicant's managerial and leadership skills. What do you see as the applicant's strengths and weaknesses in this regard?
3. Why would you consider the applicant to be a good candidate for graduate school?
4. Is there any additional information you feel would be beneficial to the Admissions Committee?

See reverse

Please complete the following checklist, evaluating the applicant with respect to:

	Unable to comment	Below average—lower 35%	Average—middle 30%	Above average—top 35%	Outstanding—top 10%
Intellectual and analytical ability					
Maturity					
Leadership abilities					
Ability to work well with others/interpersonal skills					
Written skills					
Oral/Presentation skills					
Problem-solving abilities					
Self-confidence					
Potential for career advancement					
Integrity					
Creativity, innovativeness					
Adaptability					
Motivation/initiative					

Choose one:

- I strongly recommend that this applicant be admitted to the Augsburg MBA program
- I recommend that this applicant be admitted to the Augsburg MBA program
- I recommend with some reservations that this applicant be admitted to the Augsburg MBA program
- I do not recommend that this applicant be admitted to the Augsburg MBA program

Signature _____ Date _____

Instructions for returning recommendation:

Please submit this form, along with your letter of recommendation, to:

Graduate Admissions Office
 Campus Box 65
 Augsburg College
 2211 Riverside Avenue
 Minneapolis, MN 55454