



# VILLANOVA School of Business

## Confidential Recommendation Form

Villanova Graduate Business Office, Bartley Hall 1074 ■ 800 Lancaster Ave., Villanova, PA 19085 ■ Fax: 610-519-6273

### To the Applicant

Please enter your name \_\_\_\_\_  
Last Name First Middle

**By submitting this Confidential Evaluation, I waive the right to review this form after it has been completed.**

### To the Person Completing this Application

The person whose name appears above is applying for admission to the Villanova School of Business Executive MBA Program. Your assessment of this applicant will be very helpful to our Admissions Committee. In consideration of this applicant, the committee will place particular emphasis on your comments. In compliance with Section 504 of the Rehabilitation Act of 1973, those providing letters of recommendation are asked not to refer directly or indirectly to the applicant's disability.

After completing the form, please mail it to the **Villanova School of Business Executive MBA Admissions Committee, The Villanova Graduate Business Office, 800 Lancaster Ave., Villanova, PA 19085**, or fax it to **610-519-6273**.

Evaluator's Name (please print) \_\_\_\_\_

Position / Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Work Telephone \_\_\_\_\_

Mobile Telephone \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Under what circumstances do you know the applicant? \_\_\_\_\_

In making your evaluation of this applicant, with what reference group are you making your comparisons?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

■ OVER TO COMPLETE SIDE TWO ■

Relative to the applicant's reference group, please rate him or her on the following characteristics:

	TRULY SUPERIOR 95-100%	EXCELLENT 90-94%	GOOD 75-89%	ABOVE AVERAGE 50-74%	BELOW AVERAGE 0-49%	NO BASIS FOR JUDGMENT
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persistence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Openness to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide your estimation of the applicant's potential in the following areas:

Organizational contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical thinking/problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to contribute to the learning of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments \_\_\_\_\_

How will the MBA degree contribute to the applicant's advancement in his or her organization? \_\_\_\_\_

Have you ever had any reason to question the applicant's honesty or integrity?  Yes  No

If yes, please explain: \_\_\_\_\_

Does the applicant possess any characteristics that you consider to be special talents or strengths? If so, what are they?

Please discuss the applicant's weaknesses and the efforts, if any, the applicant has made to improve in these areas.

Please provide us with an overall rating:

Strongly recommend  Recommend  Recommend with reservations  Do not recommend

Please feel free to attach additional sheets if you wish to make any other comments to help us in evaluating the applicant.

Signature \_\_\_\_\_

Date \_\_\_\_\_

■ THANK YOU FOR YOUR ASSISTANCE ■