

BOWLING GREEN STATE UNIVERSITY

Graduate Programs in Business Recommendation Form

To the Applicant:

Please type or print your name _____
(Last) (First) (Middle)

Current Address _____

Address the provided envelope to yourself. Be sure to give both the form and the envelope to your recommender. Return the sealed envelope to BGSU with your other completed application materials.

WAIVER: Under the federal law entitled the Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are, in the long run, of greater utility in the assessment of a student's qualifications, abilities and promise.

We invite you, therefore, but do not require you, to sign the following waiver.

1. I expressly waive any rights I might have to access this letter of recommendation under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation or policy.

Date: _____ Signature: _____

To the Recommender:

The person whose name appears above is applying for admission to Bowling Green State University's Master of Business Administration. In considering applicants, the MBA Admissions Committee typically finds that a recommendation presenting a balanced view of an applicant's abilities and other attributes is most helpful. This form is provided for your convenience only. We would welcome your comments in whatever format you think suitable. In fact, a letter of recommendation may allow you to elaborate more about the candidate. It is recommended that you keep a copy for your files.

Recommender's name _____ Telephone _____

Position/title _____ at _____

Address _____

1. During what period of time have you had the most frequent contact with the applicant?

From _____ To _____

2. In what relationship? _____

Daily Weekly Monthly Never

3. How often have you observed the applicant at work?

academically?

socially?

	Daily	Weekly	Monthly	Never
academically?				
socially?				

Please rate the applicant on the qualities listed below:

	Exceptional (top 2%)	Outstanding (top 10%)	Very Good (top 20%)	Good (top 33%)	Average (middle 33%)	Below Average (bottom 33%)	Unable to Rate
Intellectual ability							
Maturity							
Motivation							
Personal integrity							
Analytical ability							
Ability to work well with others							
Ability in oral expression							
Ability in written expression							
Creativity							
Self-Confidence							
Leadership							
Prospects for a career in mgnt.							

The following questions may be answered in the space provided or additional pages may be attached.

1. What are the applicant's primary strengths and weaknesses?

2. How might these strengths and weaknesses affect the applicant's performances in a graduate business program and/or a career in management?

3. Discuss the applicant's competence in his/her area of responsibility or specialization, organizational and technical skills, and the applicant's ability to complete assignments and pay attention to detail.

4. Does the applicant work effectively in groups, perform well under stress, and accept constructive criticism?

5. Please indicate your overall recommendation for this candidate:

- _____ Highly recommended
 _____ Recommended
 _____ Recommended but with reservation
 _____ Not recommended

Recommender's Signature _____ Date _____

Thank you for taking the time to provide this information. If you have any questions, please contact us at:

Graduate Programs in Business

Bowling Green State University

Bowling Green, Ohio 43403

Phone: (419) 372-2488 • Fax:(419) 372-2875 • E-Mail: mba-info@bgsu.edu