

MBA for Executives Program  
Purdue University Calumet  
School of Management  
2200 169th Street  
Hammond, IN 46323-2094  
Tel: 219-989-3150

LETTER OF RECOMMENDATION SHOULD BE MAILED BY THE WRITER DIRECTLY TO THE MBAE OFFICE.

### For the Applicant

APPLICANT'S LAST NAME

FIRST

MIDDLE

In order to encourage the evaluator to provide an objective and candid impression, the applicant is encouraged to sign the following statement. Please be assured, however, that the signing of this statement is optional. Under law, refusal to sign the statement cannot be used negatively in the admissions process. In any case, under the Family Education Rights and Privacy Act of 1974, you will have access to this recommendation only if you are admitted and enroll at Purdue University Calumet.

*I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this letter of recommendation.*

APPLICANT'S SIGNATURE

DATE

NAME OF RECOMMENDER (PLEASE PRINT)

TITLE

### For the Recommender

Your detailed and candid comments will help us assess the applicant's managerial potential, initiative, and maturity. As your recommendation is part of the application process, we'd appreciate you completing this form as quickly as possible. If you prefer, you can write a letter of recommendation on your company letterhead and attach it to this form.

*Please mail the recommendation directly to us at the address on this form and inform the applicant that you have done so. Thank you for your assistance.*

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

What is, or was, your relationship to the applicant? \_\_\_\_\_

Which ONE of the following statements is most applicable to this candidate over the next two years?

- Almost certainly will be in a position of greater management responsibility
- Has a good chance of being in a position of greater management responsibility
- Will gain valuable education and experience which will put him/her in a position for promotion and greater responsibility at some later date.
- The successful completion of this degree will greatly enhance his/her performance in current job.

# For the Recommender

Please appraise the applicant in terms of the qualities listed below.  
 With what group or population are you comparing the applicant?

	TRULY EXCEPTIONAL <i>(top 2%)</i>	OUTSTANDING <i>(top 10%)</i>	VERY GOOD <i>(top 25%)</i>	GOOD <i>(middle 50%)</i>	BELOW AVERAGE <i>(lower 25%)</i>	NO OPPORTUNITY TO OBSERVE
Intellectual ability						
Analytical skills						
Creativity/imagination						
Initiative						
Oral communication skills						
Written communication skills						
Perseverance (ability to complete project undertaken)						
Ability to work effectively with others						
Problem solving skills, i.e., ability to formulate logical and analytical solutions to problems						
Sense of humor – ability to keep things in perspective						
Maturity compared to peers						
Ability to accept constructive feedback and learn from it						
Ability to understand others' viewpoints						
Project management skills / time management						
Overall appraisal						

Are you confident of the applicant's integrity?       Yes       Unable to judge       No

In summary, I (CHECK ONE)

- Strongly recommend
- Recommend
- Recommend with reservation
- Do not recommend

RECOMMENDER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME (PLEASE PRINT) \_\_\_\_\_ TITLE \_\_\_\_\_

ORGANIZATION OR INSTITUTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

