

Letter of Reference

Faculty of Graduate Studies
University of Manitoba
500 University Centre
Winnipeg MB R3T 2N2

Note to Applicant:

Please type or print your name in the space below. Ask your referee to seal the reference in an envelope, sign across the sealed flap of the envelope and return it to you so that you can forward the sealed envelope with your application (do not open the envelope or break the seal), or have them send it directly to the address above.

Name of Applicant: _____

First

Middle

Last

Note to Referee:

The person named above has applied to the Master of Business Administration (MBA) program at the University of Manitoba. The program prepares a person for senior, general management positions. The program demands a high degree of commitment, an ability to master diverse materials quickly, and a capacity to communicate ideas clearly. We are particularly interested in your assessment of the applicant's capacity to succeed in the program and of his or her ability to achieve further success in a professional management career.

This recommendation form is provided for your convenience. Should you prefer to respond in another format, please do so. When you have completed your reference, please insert it in an envelope, seal the envelope and sign across the sealed flap. We request that you return the sealed reference to the applicant or mail directly to us at the address above. Letters of reference are confidential.

The MBA Admissions Committee places a great deal of emphasis on letters of reference. We appreciate your assistance in helping us assess this applicant.

In what capacity have you known the applicant? For how long? _____

What do you consider to be the applicant's primary strengths or talents? _____

In what areas do you think the applicant could improve? _____

Please estimate the applicant's potential in a professional management environment following an MBA degree. _____

Do you have any additional comments about the applicant's strengths or weaknesses? _____

Please complete the reverse side of this form.

Please compare the applicant to others in an appropriate peer group.

Characteristics for Rating	Outstanding		Above Average Next 20%	Average Next 20%	Below Average Lower 50%	Inadequate Opportunity to Observe
	Top 2%	Next 8%				
1. Problem Solving Skills						
2. Creativity						
3. Judgment						
4. Perseverance						
5. Concern for Others						
6. Leadership Potential						
7. Maturity						
8. Oral Communication Skills						
9. Written Communication Skills						
10. Career Performance						

Describe the nature of the peer group used for the above rating. _____

Overall, how would you rank this person in comparison to others you have known in a similar stage of their development and career?

Among the best 2% 8% Above average Average Below Average

Your Final Recommendation (based on your assessment of the applicant's capacity to complete the program).

* I would recommend this person without reservation.

* I would recommend this person with the following reservation(s):

*I would NOT recommend this person for the following reason(s):

Date: _____

Name: _____ Signature: _____

please print

Institution: _____ Position: _____

Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Phone Number: () _____ Fax Number: () _____ E-mail: _____