

## May 2017 RECOMMENDATION FORM

Name of Applicant (print) \_\_\_\_\_  
Last First Middle

### NOTE TO APPLICANT

**Please complete both the top and the waiver sections of this form even if you do not waive access.** Ask your recommender to enclose the completed form in an envelope, seal it, **sign across the seal**, and mail the envelope back to you. **Send the envelope with its seal unbroken to the Berkeley MBA for Executives Program Admissions office with the rest of your application materials.**

### Waiver Section: Applicant to Complete

*I understand that federal legislation provides me with a right of access to this recommendation, unless waived, and that no school or person can require that I waive this right.*

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

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's name \_\_\_\_\_ Recommender's name \_\_\_\_\_

### NOTE TO RECOMMENDER

The above person is applying for admission to the Berkeley MBA for Executives Program at the Haas School of Business. It is important both to applicants and to Berkeley-Haas that we know as much as possible about the applicant's potential for further professional advancement and capacity for graduate business study. We encourage you to be completely candid in your assessment and to **provide specific examples whenever possible**. We greatly appreciate your assistance.

At Berkeley-Haas, our distinctive culture is defined by four key principles:

1) Question the status quo; 2) Confidence without attitude; 3) Students always; and, 4) Beyond yourself.  
(For more information, please refer to our website, <http://www.haas.berkeley.edu/mission/principles>)

Please note that federal legislation provides a successful applicant for admissions with access to his or her admission records, including letters of recommendation. However, an applicant may waive the right to see letters of recommendation, in which case such letters will be held in confidence. If an applicant has not waived this right, then it is assumed that this recommendation is submitted with the recommender's understanding that the applicant may request to see this recommendation.

After completing this form, please enclose it in an envelope, seal it, **sign across the seal**, and return it to the applicant. Your signature across the sealed flap of the envelope ensures the confidentiality of your assessment. If you wish to send your recommendation directly to the school, please mail it to:

Berkeley MBA for Executives Program Admissions  
Haas School of Business  
430 Student Services Bldg #1910  
Berkeley, CA 94720-1910

Recommender's name (print) Mr.  Ms.  \_\_\_\_\_

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email Address (work) \_\_\_\_\_

By checking this box, I certify this recommendation was written entirely by me, using my own words. You **may**  **may not**  contact me at work regarding this applicant.

### QUESTIONS

**Please provide your responses on your company letterhead**, but use this form to mark your responses to questions 1, 9, 11 and 13. We encourage you to provide specific examples wherever possible. It is helpful to the applicant if you answer the specific questions that we ask.

1. I  enthusiastically recommend  recommend  recommend with reservations  do not recommend that this applicant be admitted to the Berkeley MBA for Executives Program.

2. Please describe your relationship to the applicant. Are you, or have you been, the applicant's direct supervisor? If not, what is the nature of your relationship? How long have you known the applicant and how frequent is/was your interaction with him/her?

3. How does the applicant's performance compare with that of his/her peers? Please give context to who the applicant's peers are.

4. How effective are the applicant's interpersonal skills? How would you describe his/her personality?

5. What are the applicant's two greatest strengths? Please cite specific examples.

6. What constructive feedback have you offered the applicant in a professional capacity?

7. In the Berkeley MBA program, we develop leaders who embody our distinctive culture's four key principles, one of which is "confidence without attitude" or "confidence with humility". Please comment on how the applicant reflects this Berkeley-Haas value.

8. Please comment on the applicant's potential for further professional advancement.

9. How would you rate the applicant's career progression, using the applicant's peers as your reference group? fast  on track  slow

10. Please explain.

11. Please rate the applicant on the qualities listed below, using the applicant’s peers as your reference group:

	Truly Exceptional (top 2%)	Outstanding (top 10%)	Very Good (top 20%)	Good (top third)	Average (middle third)	Below Average (bottom third)	No Opportunity to Observe
Interpersonal skills							
Ability to work well with others							
Verbal communication skills							
Written communication skills							
Maturity							
Professionalism							
Initiative							
Ability to question the status quo							
Self-confidence							
Leadership/career potential							

12. Please feel free to add any additional comments or to explain your ratings on the grid.

13. Please provide us with your overall impression of the applicant:

- Truly exceptional (top 2%)
- Outstanding (top 10%)
- Very good (top 20%)
- Good (top third)
- Average (middle third)
- Below average (bottom third)
- No opportunity to observe

By signing below, I certify that this recommendation was written entirely by me using my own words. The applicant was not involved in crafting this written recommendation.

Recommender’s signature \_\_\_\_\_