Confidential

REFERENCE FORM

# *To the candidate*

# *Please fill in your name and date of birth and then send this form to the person you wish to be your referee.*

|  |  |
| --- | --- |
| Family name: |       |
| First names: |       |
| Date of birth: |       |

# *To the referee*

# *Please answer carefully the following questions about the candidate and return the reference form to Hanken Executive MBA. Please take a copy for your record.*

# *Thank you for taking the time to fill in this form!*

|  |
| --- |
| Details of the person completing this form |
| Family name: |       | First name: |       |
| Organisation: |       | Title: |       |
| Address: |       |  |  |
| Phone number: |       | Email: |       |

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| --- |
| How long and in what capacity have you known the applicant? |
|       |

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| --- |
| What do you consider to be the applicant’s major strengths? |
|       |

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| --- |
| Please comment on the applicant’s leadership potential. Describe an occasion where you have been able to observe the candidate in a leadership role or taka a leadership initiative. |
|       |

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| --- | --- | --- |
|  |  |  |
| **Date** |  | **Signature** |
|  |  |
|  |  |
|       |  |  |
|  |  |  |

Please send the signed reference form (scanned) by email to: emba@hankensse.fi.

The signed reference form can also be sent to:

 Hanken Executive MBA

 P.O. Box 479

 FI-00101 Helsinki

 Finland