

NOTE:

Only professional references are accepted, references from friends/relatives are not suitable.

The reference form can be filled in either English or French.

Please return this reference form to the address indicated in the footer or by email to: executivemba@unil.ch.

I. GENERAL INFORMATION

Applicant

First Name..... Last Name.....

Referee

First Name..... Last Name.....

Email..... Phone n°.....

Address.....

II. TO BE FILLED IN BY THE REFEREE

1. Do you wish to give the applicant access to this reference form? Yes No

2. How long have you known the applicant? years months

Over what timeframe do you evaluate the applicant? From year to year

3. In what capacity have you known the applicant?

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4. What do you consider to be the major strengths of the applicant? Please develop your answer (max. 700 characters).

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5. What do you consider to be the major weaknesses of the applicant? Please develop your answer (max. 700 characters).

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6. In your opinion, would the applicant benefit from undertaking the HEC Lausanne Executive MBA? Please explain why in terms of the applicant's professional and personal development (max. 300 characters).

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7. Please evaluate the applicant according to the following criteria & describe the reference group against which you are evaluating him/her (eg. colleagues, subordinates, partners, etc.).

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	Excellent Top 10%	Good Top 25%	Average Top 60%	Below average Bottom 40%	Not observed
Intellectual and academic ability					
Problem-solving skills					
Intellectual curiosity					
Maturity					
Listening ability					
Leadership skills					
Quantitative skills					
English written communication skills					
English oral communication skills					
Ability to perform under pressure					

8. How accurately do the following terms describe the applicant?

	Extremely well	Reasonably well	Somewhat	Not really	Not at all	Not observed
Trustworthy						
Aware of own strengths						
Aware of own weaknesses						
Respectful of other opinions						
Responsive to feedback						
A team player						

9. Please add any additional comments you think would assist the Admissions' Committee in making a decision.

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10. What is your overall impression of the applicant?

Excellent (10%)	Good (Top 25%)	Average (Top 60%)	Below Average

On behalf of the applicant, the HEC Lausanne Executive MBA thanks you for your time and effort in completing this form.

Company..... Title.....

Date..... Signature.....