CONFIDENTIAL RECOMMENDATION FORM
Executive MBA Program
Fowler College of Business
San Diego State University

APPLICANT:

Please supply the information requested below. You may solicit more than the two required evaluations, if, in your opinion, the information they provide would significantly affect the consideration of your application.

Name of Applicant ________________________________________________

RED ID _________________________________________________

The Family Education Rights and Privacy Act of 1974 gives students (persons admitted and enrolled) the right to inspect letters of recommendation written in support of applications for admission. The law also permits students to waive that right if they choose, although such a waiver must be voluntary and cannot be a condition of admission. Check one of the statements below and sign where indicated:

________ I reserve the right to inspect this recommendation.

________ I waive the right to inspect this recommendation.

__________________________________________________________________________________

Signature                   Date

RECOMMENDER:

Please supply the information requested on both sides of this form. If you prefer to use letterhead to write a letter of recommendation, please complete the following information, and attach this form to your letter. Your comments will be held in complete confidence if the applicant has signed the waiver statement above.

Name of Recommender: _______________________________________________________________________________________

Position or Title: _______________________________________________________________________________________

Name of Organization: _______________________________________________________________________________________

1. How long have you known the applicant? _________________________________________________________________

2. Under what circumstances have you known the applicant? __________________________________________________

3. Please evaluate the applicant as fairly as you can in each of the categories below by marking an “X” in the appropriate position beneath the scale at the top:
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<tr>
<th></th>
<th>Truly Exceptional</th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
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</thead>
<tbody>
<tr>
<td>Skills in oral communication</td>
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<td>Writing skills</td>
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<td>Analytical skills</td>
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<td>Creative qualities</td>
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<td>Leadership potential</td>
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<td>Academic potential</td>
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<td>Potential for future managerial success</td>
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</table>

4. Please use the space below (and additional sheets if necessary) to make any comments you think important concerning this applicant. We would especially appreciate your comments about (a) the applicant’s performance as a manager; (b) the applicant’s prospects in the management field; (c) the relevance of graduate work in management to the applicant’s future; and (d) the applicant’s intellectual ability and capacity for advanced graduate work.

Recommender’s Signature ____________________________ Recommender’s Name ____________________________

Street Address ____________________________ Area Code __________ Telephone Number ____________________________

City ____________________________ State __________ Zip Code ____________________________

THANK YOU! Please return this form directly to:

Executive MBA Program
Fowler College of Business
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-8232
Attention: Patricia van Damme