EXECUTIVE MBA
RECOMMENDATION FORM

TO BE COMPLETED BY APPLICANT

LAST NAME  FIRST NAME  MI

Under present federal law, an enrolled or former student has, with certain exceptions, access to all educational records on his/her permanent file. In order to encourage the evaluator to provide an objective and candid impression, the applicant is urged to sign the following statement. The signing of the statement is optional and refusal to sign cannot be used negatively in the consideration of your application.

I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this recommendation. I understand that this material will be maintained in confidence by the recipient and will be used solely for admission purposes.

Applicant’s Signature  Date

(NOTE: Please print one copy of this form for each of your recommenders)

TO THE RECOMMENDER

You have been chosen by this applicant to assist us in selecting candidates for the Lubin School of Business Executive MBA program. This program is rigorous. Your candid assessment of the applicant will help in the admission process. We realize this requires time and effort on your part and we appreciate your cooperation.
How long have you known the applicant?

In what capacity?

Please assess the applicant on the scale below:

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<th>Outstanding (Top 5%)</th>
<th>Excellent (Top 10%)</th>
<th>Above Avg (Top 3&lt;sup&gt;rd&lt;/sup&gt;)</th>
<th>Average (Middle 3&lt;sup&gt;rd&lt;/sup&gt;)</th>
<th>Below Avg (Bottom 3&lt;sup&gt;rd&lt;/sup&gt;)</th>
<th>Unable to Judge</th>
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<tbody>
<tr>
<td>Intellectual Ability</td>
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<td>Ability to work with others</td>
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<td>Ability to commit to schedule &amp; workload of the program</td>
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<td>Availability</td>
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<td>Ability in written expression</td>
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<td>Ability in oral expression</td>
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<td>Maturity</td>
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<td>Initiative &amp; Drive</td>
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<td>Leadership Ability</td>
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<td>Judgement</td>
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<td>Analytical Ability</td>
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<td>Overall Managerial Ability</td>
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In addition to completing the grid above, please provide a written recommendation letter with further comments that you feel would aid in the evaluation of the applicant.

What is your overall recommendation?

________ Strongly Recommend

________ Recommend

________ Recommend with some reservation

________ Do not recommend

INFORMATION ABOUT RECOMMENDER

__________________________________________
LAST NAME

__________________________________________
FIRST NAME

__________________________________________
MI

__________________________________________
SIGNATURE

__________________________________________
DATE

__________________________________________
ORGANIZATION

__________________________________________
POSITION

__________________________________________
PHONE NUMBER

__________________________________________
EMAIL

SUBMISSION INSTRUCTIONS

Please return this form as soon as possible to the Director, Executive Programs either by email to mgrant@pace.edu or via US Postal Service to:

Pace University, Executive MBA Program
163 William Street, Suite 1601
New York, NY 10038-1598