## **UH Downtown College of Business**

## **MBA Applicant Reference Form**

Director, COB Graduate Programs

**TO THE APPLICANT:** Complete *Section I* below and forward this MBA applicant reference form to the individual (evaluator) who will provide the reference. Please advise the evaluator to submit the completed MBA applicant reference form in .pdf file format to <a href="mailto:gradadmissions@uhd.edu">gradadmissions@uhd.edu</a>. Upon receipt the MBA applicant reference form becomes the property of UHD and will not be returned. In addition, UHD reserves the right to verify all MBA applicant reference forms with the evaluator.

**TO THE EVALUATOR:** Complete *Section II* and email the completed MBA applicant reference form from your email account in .pdf file format to <a href="mailto:gradadmissions@uhd.edu">gradadmissions@uhd.edu</a>. If you need to use additional pages submit them in .pdf file format with the MBA applicant reference form. Your candid completion of this MBA applicant reference form is greatly appreciated. You can be assured that this MBA applicant reference form is completely confidential and will not be shared with the applicant, provided the applicant has waived their rights to review it.

SECTION I (to be completed by MBA applicant)  Name: Date of Birth/									
Last	First	MI	Mont	h/ Day					
Current Address									
ALL MBA APPLICANTS MUST I understand my right under confidential appraisals place graduate or other school.	er the U. S. Family	y Educational	Rights and Privacy	Act of 1974 to review					
I _ do _ do not (you must	check one) waive	e my right to	review this MBA app	licant reference form.					
Applicant's Signature Agreeing to waive your right t admission to the UHD MBA pr		D applicant refe	ate rence form is not req	uired as a condition of					
SECTION II Name of evaluator									
The length of time you have kn	* *								
The capacity in which you hav _ Employer	e known the appli	cant (check all	that apply):						
_ Manager									
_ Team member									
Subordinate									
Other (please specify)									
What was the nature of the	applicant's dutie	es (briefly des	cribe)? 						
With whom are you comparate Employees I know with s _All persons reporting to n	imilar duties and		ors listed below (ch	eck only one)?					

Please evaluate the applicant, checking only one box on each						oove, as fairly as you can,by
0 7	Top	Top	Top	Top	Bottom	Unable
Creativity Intellectual ability Maturity/emotional stability Teamwork ability Demonstrated leadership skill Leadership potential Writing ability Oral communication ability Critical thinking ability Acceptance of feedback Motivation to succeed Integrity	5% s	10%	25%	50%	50%	to Judge
What do you consider to be th	e appli	cant's m	najor str	engths?		
In what area(s) does the appli	ck only	one):				
_ I <b>strongly recommend</b> this have the capacity to perform a _ I <b>recommend</b> this person for capacity to perform at a super _ I believe this person's qualif potential to benefit from MBA _ I <b>do not recommend</b> this person's signature	s person at a sup or adm ior leve ications study.	n for adderior lession to el.  s for the or admis	vel. o the UH e MBA p ession to	ID MBA rogram	program and	d believe they have the
The College of Business realize take this opportunity to thank Please complete the following Name Company: Work Address: Telephone: Email Address:	es prov you fo contac Positio	iding a r r your a t inform	referencessistance	ce requi	res time and	