

**CONFIDENTIAL RECOMMENDATION FORM**  
**MBA for Executives Program**  
**College of Business Administration**  
**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 \_\_\_\_\_

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:

	Truly Exceptional	Outstanding	Above Average	Average	Below Average
Skills in oral communication					
Writing skills					
Analytical skills					
Creative qualities					
Leadership potential					
Academic potential					
Potential for future managerial success					

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.

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Recommender's Signature

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Recommender's Name

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Street Address

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Area Code

Telephone Number

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City

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State

Zip Code

THANK YOU! Please return this form directly to:

**MBA for Executives Program  
Executive and Specialized Programs  
College of Business Administration  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-8232**