University of Idaho
College of Business and Economics

Executive MBA

Recommendation Letter and Form

Applicant Name and Optional Waiver

Name of Applicant: Last First Middle

To Applicant: Read the following statement and, if you choose, sign where indicated.
"I understand that this completed recommendation will be used only for admissions, and I hereby waive my right of access to it."

Signature Date

Identification and Signature of Recommendation Author

Name Signature Date

Title Organization

Business Phone Email Address

Recommendation Guidelines

Thank you for providing a recommendation on behalf of the above-named candidate. The admissions procedure of the University of Idaho Executive MBA Program requires that each recommendation be forwarded directly to the University of Idaho Graduate Admissions Office. If the applicant has signed the above waiver, the evaluation is confidential; otherwise, the applicant may have access to it once enrolled in the program.

The Executive MBA Program is a rigorous two-year graduate program in management designed for the mature and experienced leader. Your candid feedback of the applicant's character and professional competency is a critical component of the admissions process. Your reference will help us evaluate how the applicant can contribute to the Executive MBA Program and also how the program can help him or her grow personally, intellectually, and professionally.

Please rate the applicant on the following:

	No Basis to Judge	Below Average (lowest 50%)	Above Average (next 25%)	Very Good (Next 15%)	Excellent (top 10%)	Outstanding (top 1%)
Leadership Potential						
Motivation and Initiative						
Analytical Skills						
Professionalism						
Teamwork Skills						
Oral Communication Skills						
Written Communication Skills						
Time Management Skills						
Personal Integrity						

Overall rating of the candidate_____ (Exceptional, Excellent, Good, Average, Below Average)

Recommendation Letter
Please return both your response and this signed form to the UI Graduate Admissions Office, University of Idaho, PO Box 443019, Moscow, ID 83844-3019.
Please comment on the following:

- your relationship to the applicant and the length of time you have known him or her
- how the applicant is viewed by his or her peers, subordinates, and superiors
- areas in which you have seen growth and those which the applicant should develop further
- the applicant's experience as a manager and potential as a general manager.