

Recommendation From Immediate Supervisor Executive MBA (Management)



Please print or type.

To Be Completed by Applicant Before Submitting to Evaluator

I understand that all recommendations are confidential and not accessible to me.

Applicant's Name _____
First Middle Last

Applicant Signature _____ Date _____

Applying for Admission Fall 20____ Spring 20____

The Silberman College of Business of Fairleigh Dickinson University offers an Executive MBA Program designed to enable professionals to earn their MBA in 21 months through Saturday and select Friday classes.

You have been asked to complete a recommendation for the above-named candidate, using this form (or a separate letter, if you prefer). It is school policy that all evaluations are confidential and not shared with applicants. Please note that your recommendation is considered a critical element in the application process. Return your comments in the envelope provided, first sealing and then signing the envelope flap in the area noted.

Supervisor Information

Name _____ Position/Title _____

Organization _____

Address _____

City, State, Zip _____

Country/Postal Code _____

Telephone _____ E-mail _____

How long have you known the applicant? (please give dates) _____

Under what circumstances have you known the applicant? _____

1. Please comment on the applicant's demonstrated and/or potential managerial and leadership abilities. _____

2. What do you consider the applicant's most outstanding talents or characteristics? _____

3. What are the applicant's chief liabilities or areas for improvement? _____

4. Do you agree with this statement: The applicant has the academic preparation and professional ability needed to complete an Executive MBA program. Strongly agree Agree Agree with reservations Do not agree

5. How would you rate this applicant in the following areas:

	Excellent	Above Average	Fair	Below Average
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical/Math Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Meet Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Are there any additional comments you would like to make concerning this candidate?

Organizational Sponsorship

I understand that the Executive MBA program requires professional release time for select Friday classes (a maximum of six all-day Friday classes during the course of a year) as well as a two-week overseas residency during one summer of enrollment in the program. If the applicant is accepted into the program, our organization will give full support to his/her participation. The applicant's work schedule will be adjusted so that the participant can attend regularly scheduled classes and an in-residence session. Participation in the Executive MBA program will not adversely affect the applicant's normal salary and/or employment status.

Our company provides tuition assistance for this program of study. Yes No

If yes, support is: full partial up to \$_____ per year

Signature _____ Date _____

Please return this form in the envelope provided, making certain to also sign the sealed flap. Questions should be directed to:

Pete Caliguari, Director of Executive Programs, Silberman College of Business
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Telephone: 201-692-7229 • E-mail: caligup@fdu.edu

