

Recommendation for Graduate Study Penn State Smeal MBA Program

To the Applicant

Please complete this section of the form and sign on the appropriate line. Give one form and a self-addressed, stamped envelope to each person who will serve as your evaluator. That person should return the form to you in the envelope provided. You should include the signed and sealed envelope with your application materials. Your recommenders may be contacted for verification purposes.

Name

Please print or type *Last* *First* *Middle*

- Check One**
- I waive the right to inspect this letter of evaluation. I understand that it will be kept confidential.
 - I do not waive my right to inspect this letter of evaluation.

Signature of Applicant Date

To the Evaluator

The person whose name appears above is applying for admission to the Penn State Smeal MBA. In considering applicants, the Admissions Committee typically finds that a recommendation presenting a balanced view of an applicant's abilities and other attributes is most helpful. This form is provided to help us compare applicants equitably. You may also include a supplemental letter of recommendation on company letterhead. Your prompt completion of this form is important for the applicant to receive full admission consideration.

Please return your recommendation in the envelope provided after sealing and signing your name over the flap.

1. How long have you known the applicant and in what capacity?

2. What are the applicant's primary strengths or skills that would contribute to his/her success in graduate management study and later in a senior management position?

3. What qualities should the applicant improve upon for an effective managerial career?

4. How does the applicant perform under stressful situations?

5. What do you think motivates the candidate's application to the Smeal MBA at Penn State? Do you feel that the applicant is realistic in his/her professional ambitions?

6. Additional Comments:

7. Please rate the applicant on the qualities listed below in comparison to: (check one):

- Others applying to graduate business school who you have known
- Others in your organization who have exhibited managerial promise

	Exceptional Top 5%	Outstanding Top 10%	Good Top 1/3	Average Middle 1/3	Below Average Bottom 1/3	Unable To Rate
Intelligence						
Maturity						
Initiative						
Self-Motivation						
Personal Integrity						
Accept Constructive Criticism						
Ability to learn from others						
Ability to work with others						
Writing Skills						
Oral Communication Skills						
Self Confidence						
Leadership						
Flexibility						
Sense of Humor						
Time Management Skills						
Creativity						
Prospects for Mgmt Career						
Clarity of Career Goals						
Overall Evaluation						

Your Name: _____
(printed or typed)

**Attach BusinessCard
Here**

Title: _____

Institution: _____

Address: _____

Telephone Number: _____

Email Address: _____

I certify that this recommendation was written and submitted by me. I understand that the applicant's admission decision may be in jeopardy upon discovery of deceit or forgery.

Signature: _____ *Date*

Thank you for completing this form promptly and returning it to:

Admissions Office
 Penn State Smeal MBA Program
 220 Business Building
 University Park, PA 16802
 USA

For more information about the Penn State Smeal MBA, please visit our website at www.smeal.psu.edu/mba.