



Graduate Business Programs

**MBA FOR EXECUTIVES  
RECOMMENDATION FORM**

**RECOMMENDATION FORM**

APPLICANT NAME:

\_\_\_\_\_  
LAST FIRST M.I.

BUSINESS ADDRESS:

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

**PLEASE SEND FORM TO:**

**RCHUJACOBY@CSUFRESNO.EDU**

**OR**

**PROFESSOR RENEE CHU-JACOBY – EMBA  
GRADUATE BUSINESS PROGRAMS  
CALIFORNIA STATE UNIVERSITY, FRESNO  
5245 N. BACKER AVE. M/S PB7  
FRESNO, CA 93740-8001**



Graduate Business Programs

**MBA FOR EXECUTIVES  
RECOMMENDATION FORM**

Your assessment of the applicant will greatly assist the Admissions Committee with its decision. Recommendations are an important part of the application process, and your time in furnishing this information is appreciated. Recommendations are used for admission purposes only.

**Please answer the following questions:**

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

2. What are the applicant's principal talents or strengths?

3. In what areas can the applicant improve?

4. Using the chart below, please give us your personal appraisal of the applicant relative to others you have known in a similar capacity.

	Outstanding (Top 5%)	Excellent (Top 15%)	Good (Top 33%)	Avg. (Mid 33%)	Below Avg. (Low 33%)	Not Covered
Demonstrates competency in all functional areas of business (accounting, human resources, ethics, information systems, finance, organizational behavior, etc.)						
Has the knowledge base in functional areas of business and has the ability to integrate and apply this breadth of knowledge to solve complex problems						
Demonstrates the ability to execute effective decision-making						
Demonstrates the ability to effectively use analytical tools and technology to present data on specific business issues						
Has the ability to effectively deliver and present						
Has the ability to effectively communicate in written form						
Shows strong interpersonal skills						
Has the ability to articulate business strategy in consideration of all stakeholders						
Has the ability to identify and propose effective resolutions of ethical issues						
Has the ability to apply a global understanding of cultures and values to the business environment						

5. Please briefly describe the reference group against which you are rating the candidate.

6. Please use the space below to make any additional comments concerning this applicant, particularly their aptitude for graduate work and a career in business management. If additional space is needed, please feel free to use a separate sheet of paper.

OVERALL RATING:

- STRONGLY RECOMMEND
- RECOMMEND
- RECOMMEND WITH RESERVATIONS
- DO NOT RECOMMEND

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**REFERENCE NAME:**

\_\_\_\_\_

LAST

FIRST

M.I.

**TITLE:**

\_\_\_\_\_

**EMPLOYER:**

\_\_\_\_\_

**BUSINESS ADDRESS:**

\_\_\_\_\_

STREET ADDRESS

\_\_\_\_\_

CITY

STATE

ZIP CODE

**TELEPHONE:**

\_\_\_\_\_

**EMAIL:**

\_\_\_\_\_