



Graduate Business Programs

**MBA FOR EXECUTIVES
RECOMMENDATION FORM**

RECOMMENDATION FORM

APPLICANT NAME:

LAST FIRST M.I.

BUSINESS ADDRESS:

STREET ADDRESS

CITY STATE ZIP CODE

***APPLICANT: Please note that you are required to submit two Recommendation Forms.
Your references should complete the form and return it 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**



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Your assessment of the applicant will greatly assist the Admissions Committee in 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 and do not become part of the permanent record of the student upon matriculation. Applicants do not have access to their recommendations.

Please answer the following questions:

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

2. What are the applicant's principle 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, legal issues, 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 his/her 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

SIGNATURE

DATE

REFERENCE NAME:

LAST

FIRST

M.I.

TITLE:

EMPLOYER:

BUSINESS ADDRESS:

STREET ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE:

EMAIL:
