

## 2012 Part-time MBA Recommendation Questions

**IMPORTANT:** This is NOT the official letter of recommendation, but rather a list of the questions that will be sent to the individuals you identify as your recommenders in the online application. These questions are provided to help you determine whom to request to write your recommendation letters. The actual recommendation letter and ratings form must be submitted online by your recommenders.

Once you register your recommenders on the application, an email will be sent to them with instructions on how to access the recommendation form and submit it electronically.

1. Please describe your relationship to the applicant, and describe the circumstances under which you have known the applicant.
2. What do you consider the applicant's primary talents or strengths?
3. In what areas does the applicant need improvement or growth? How would you describe the applicant's insight into these areas?
4. How do the applicant's personal or professional characteristics stand out positively or negatively from others who are in a similar capacity?
5. What one quality of the applicant do you wish all of your staff possessed? If you could change one thing about the applicant, what would it be?
6. Please feel free to provide any other information you think is relevant to our evaluation.