

Confidential Letter of Recommendation



Instructions to Applicant: Complete the top portion of this form and give it to the person providing your recommendation. Please include an envelope addressed to **Bluffton University MBA Program, Attn: George Lehman, 1 University Drive, Bluffton, OH 45817-2104.**

Applicant's Name _____
Family Name Given Name Middle Name Social Security ID Number

Degree and Program _____
Degree Program Term for which you are applying

The Collaborative MBA keeps the Confidential Letter of Recommendation six months after an admission decision. I agree that the recommendation I am requesting shall be held in confidence by officials with The Collaborative MBA and I hereby waive any rights I may have to examine it. Yes No

Signature of Applicant Date

Instructions to the Respondent: Please answer the following questions and on the other side or on your own letterhead, write a short narrative. This letter will serve as an additional credential for The Collaborative MBA Graduate Admissions Committee to judge the applicant qualitatively. We are particularly interested in skills that you have observed which would have a strong bearing on the applicant's success in graduate school.

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

2. Please rate the applicant in comparison with others whom you have known at similar stages in their careers.

	Exceptional Upper 5%	Outstanding Next 15%	Very Good Next 15%	Good Next 15%	Next 50%	No Basis For Judgment
Maturity						
Motivation and perseverance towards goals						
Ability to express thoughts in speech and writing						
Leadership ability						
Analytical skills						
Ability to work in a team						
Creativity						
Initiative						
Overall appraisal						

