PROFESSIONAL RECOMMENDATION

TO THE APPLICANT: Please fill in your name and deliver this recommendation form, along with a confidential return envelope, to your evaluator. Although only two professional recommendations are required, you may certainly request others.

Applicant's Name _____ Phone: _____ E-mail: _____

Address: _____
STREET/BOX NUMBER CITY STATE ZIP

I have waived my right of access to information included on this recommendation form. It is therefore confidential and will be seen only by the Admissions Committee.

Applicant's Signature: _____ Date: _____

▶YOU MAY ALSO COMPLETE THIS FORM ONLINE AT WWW.MILLIGAN.EDU/ADMISSION/FORMS.HTM◀

TO THE PERSON COMPLETING THIS FORM: As an applicant for admission to Milligan College's MBA program, the student named above is required to submit a professional recommendation. Please answer the questions as candidly and specifically as possible. Your insights about the candidate will be an important part of our decision process. When completed, place the form and your business card in the envelope provided by the applicant, seal, sign your name across the seal, and return it to the candidate or mail the recommendation form to Office of Graduate & Professional Studies, P.O. Box 22, Milligan College, TN 37682.

1. How long have you known the applicant? _____ What is your relationship with the applicant? _____

2. Explain how you would rate this applicant's performance and potential within the organization: _____

3. Describe the characteristics you consider to be strengths of the applicant: _____

4. Describe what you consider to be deficiencies or weaknesses of the applicant: _____

5. Please evaluate the applicant on each of the following dimensions:

	Outstanding (Top 5%)	**Very Good** (Highest 10%)	**Good** (Upper 25%)	**Average** (Upper 50%)	**Below Average** (Lower 50%)	**Not Known**
Intellectual ability	☐	☐	☐	☐	☐	☐
Judgment and maturity	☐	☐	☐	☐	☐	☐
Analytical skills	☐	☐	☐	☐	☐	☐
Initiative/self-confidence	☐	☐	☐	☐	☐	☐
Communication skills	☐	☐	☐	☐	☐	☐
Time management	☐	☐	☐	☐	☐	☐
Ethics/personal integrity	☐	☐	☐	☐	☐	☐
Ability to work with others	☐	☐	☐	☐	☐	☐
Christian character	☐	☐	☐	☐	☐	☐

6. We encourage you to use the back of this page to provide additional statements concerning the applicant's accomplishments, managerial potential, aptitude for graduate work, and other personal qualities. Specific examples will be especially appreciated.

7. What is your recommendation concerning acceptance of this applicant to the Milligan College MBA program?

☐Recommend without reservations ☐Recommend with reservations ☐Prefer not to recommend

Signature: _____ Date: _____

Print name: _____ Title: _____ Employer: _____