



College of Business and Public Administration
Graduate Program Recommendation

Applicant's Name _____

Current Address _____

Check one:

- Master of Business Administration (MBA)
- MBA Supply Chain Management Online Cohort
- Master of Public Administration (MPA)
- Master of Science in Accounting
- Master of Science in Management Information Systems (MIS)

Applicant: 1. Please complete the information above.
2. Read the statement below, and if you choose, sign it where indicated.

Under the federal law entitled the Family Educational Rights and Privacy Act of 1974, (FERPA) students are given the right to inspect their records, including letters of recommendation. While we will consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are of greater utility in the assessment of a student's qualifications, abilities, and promise.

We invite you, therefore, but do not require you to sign the following waiver.

I expressly waive any rights I may have to access this evaluation letter under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation, or policy.

Signature: _____

Date: _____

Evaluator:

Please complete the information requested on **both pages** of this form. If you need more space, staple additional sheets of paper to this evaluation form. Your comments will be completely confidential if the applicant has signed the statement above. When finished you may seal this form in an envelope, write your name across the seal on the flap, and mail to:

Office of Admission
Governors State University
1 University Parkway
University Park, IL 60484

Letter of Recommendation

Applicant's Name: _____

Please rate the applicant on each characteristic in comparison with others you have known with approximately the same amount of experience and training. Place an "x" in the appropriate box beneath the scale at the top.

| | Excellent Top 10% | Good Top 25% | Average Top 50% | Below Average Below 50% | Unable to Judge |
|----------------------------------|-----------------------------|------------------------|---------------------------|---------------------------------------|----------------------------|
| Academic Promise | | | | | |
| Analytical Skills | | | | | |
| Communication Skills: Oral | | | | | |
| Communication Skills: Written | | | | | |
| Imagination & Creativity | | | | | |
| Initiative | | | | | |
| Managerial and Leadership Skills | | | | | |
| Professional Ethics | | | | | |
| Quantitative Skills | | | | | |
| Teamwork | | | | | |
| Technical Competence | | | | | |
| Time Management Skills | | | | | |

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

2. Please evaluate the applicant's achievements when compared to those of his or her peers (specifically in assuming increasing responsibility) and provide a reference group with which you are making a comparison.

