Letter of Recommendation
One-Year MBA Program
College of Business
Northern Illinois University
DeKalb, Illinois 60115-2897
815-753-0257

Letter of Recommendation should be mailed by the writer directly to the MBA Office.

APPLICANT’S LAST NAME FIRST MIDDLE

In order to encourage the evaluator to provide an objective and candid impression, the applicant is encouraged to sign the following statement. Please be assured, however, that the signing of this statement is optional. Under law, refusal to sign the statement cannot be used negatively in the admissions process. I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this letter of recommendation.

APPLICANT’S SIGNATURE DATE

To the Recommender:
How long have you known this applicant? __________________________

In what capacity have you known the applicant? __________________________

What reference group are you using in these comparisons? __________________________

The admissions committee has evidence from other sources on the applicant’s past academic record. You can be of most help to both the applicant and the committee by providing information on other behavioral tendencies that we believe to be related to his or her success in professional life. Listed below are a number of such observable traits. For each one, check the percentile that you believe describes the applicant most accurately.

<table>
<thead>
<tr>
<th>Abilities and Traits</th>
<th>Top 10%</th>
<th>Top 20%</th>
<th>Upper 50%</th>
<th>Lower 50%</th>
<th>No basis for judgment</th>
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<tr>
<td>Perseverance (ability to complete project undertaken)</td>
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<td>Motivation</td>
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(over)
Please discuss this person’s executive-level potential and provide any additional comments that you feel would aid the committee in the evaluation of the applicant.

☐ Recommend with confidence  
☐ Recommend  
☐ Recommend with reservation  
☐ Not recommended

ORIGINAL SIGNATURE  (photocopied signature is not acceptable)  DATE

NAME

TITLE  PHONE (  )

ORGANIZATION OR INSTITUTION

ADDRESS

CITY  STATE  ZIP CODE
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