



THE UNIVERSITY OF TEXAS AT DALLAS
Naveen Jindal School of Management
Executive MBA Program

SECTION I: For the Applicant

Dear Applicant,

Please complete the following steps:

1. Fill in information in Section I and rename the PDF.

"UTD EMBA Rec -- Jane Doe from Janet Jansen "
(Applicant) (Recommender)

2. Send this form as an email attachment to the individual you have asked to provide a recommendation.

Applicant Name	
Applicant Email	

Optional waiver of Student's Right of Access

In compliance with the federal privacy right of parents and students (Buckley Amendment), any recommendation or letter (that becomes a part of the record for enrolled students) will be available to the student under a FERPA request, unless the student has signed a waiver of the student's right of access. If you wish to waive your right of access to this letter, please sign and date below.

Applicant Signature	
Date	

SECTION II: For the Recommender

Dear Recommender,

The person named above is applying to an Executive MBA program offered by The University of Texas at Dallas. Your recommendation of the applicant is extremely important in the evaluation process we greatly appreciate the time you are taking to complete this recommendation.

Please provide comments that you feel would be helpful to the admissions committee in determining the applicant's qualifications for successful completion of a demanding graduate program and the applicant's potential future role in senior management. (If you prefer, you may submit a separate statement on your stationery.)

Once you have completed and signed the form, please email it to emba@utdallas.edu.

Recommendation of applicant:

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

2. What characteristics do you consider the applicant's principal talents or strengths?

3. In what areas can the applicant improve?

4. Using the chart below, please give us your personal appraisal of the applicant relative to others you have known in a similar capacity.

	Outstanding (Top 10%)	Good (Top 25%)	Average (Middle 50%)	Below Average (Bottom 25%)	Not Observed
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and Imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Briefly describe the group against which you are measuring the applicant's abilities:

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6. Please use the space below to make any additional comments concerning this applicant; particularly his/her aptitude for graduate work and a career in senior management.

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Overall rating of applicant:

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

Recommender Name	
Company/Organization	
Position/Title	
Business Address	
Phone	
Signature	

Please send form directly to:

emba@utdallas.edu

Or mail to:

The University of Texas at Dallas Naveen
Jindal School of Management
SM 10 Executive MBA Programs
Attn: Connie Imhof
800 W. Campbell Rd
Richardson, TX 75080-3021