

## RECOMMENDATION

Name of Applicant (print)

\_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_

### Note To Applicant

- Please complete both the top and the waiver sections of this form even if you do not waive access.
- Deliver this form to the person who will write your recommendation. Provide an unsealed envelope pre-addressed to yourself.
- Instruct your recommender to: enclose the completed form; seal the envelope; **sign across the seal**; and mail the envelope back to you.
- **Send the envelope with its seal unbroken to the MBA program with the rest of your application materials.**

### Waiver Section: Applicant to Complete

*I understand that federal legislation provides me with a right of access to this recommendation, which may be waived, and that no school or person can require that I waive this right.*

I hereby  waive  do not waive my right of access to this letter of recommendation.

Applicant's signature \_\_\_\_\_

Applicant's name (print) \_\_\_\_\_ Date \_\_\_\_\_

Recommender's name (print) \_\_\_\_\_

### Note To Recommender

The above individual is applying for admission to the Berkeley Full-time MBA program at the Haas School of Business. Thank you for agreeing to write a recommendation for the applicant. We encourage you to be completely candid and to **provide specific examples** wherever possible. It is helpful to the applicant if you answer the specific questions that we ask. Generic recommendations that do not address our questions typically do not strengthen an application. We greatly appreciate you taking the time and effort to provide us with your assessment of the applicant's abilities.

**After completing this form, please enclose it in an envelope, seal the envelope, and sign across the seal.** Your signature across the sealed flap of the envelope ensures the confidentiality of your assessment. Return the envelope to the applicant, who will submit it to us unopened with the remaining application materials. Our preference is to receive all application materials in one package from the applicant; however, if you wish to send your letter directly to our Admissions Team, we will certainly accept it.

Recommender's signature \_\_\_\_\_

Recommender's name (print)  Mr.  Ms. \_\_\_\_\_ Date \_\_\_\_\_

Position/Title \_\_\_\_\_ Company name \_\_\_\_\_

Address \_\_\_\_\_ Telephone number \_\_\_\_\_

E-mail address (work) \_\_\_\_\_

If you are a Berkeley-Haas alum, please let us know your program and year graduated. \_\_\_\_\_

I  enthusiastically recommend  recommend  recommend with reservations  do not recommend that this applicant be admitted to the Haas School of Business.

I  authorize  do not authorize the Haas MBA Program to use this letter of recommendation in support of any award or scholarship program for which the applicant may be considered eligible.

**By checking this box, I certify that this recommendation was written entirely by me, using my own words. The applicant was not involved in crafting any portion of this written recommendation.**

**Recommendation: Part I**

Please write an assessment of the applicant that addresses the prompts below. We are looking for your candid and accurate assessment of the applicant’s potential to be a successful leader and what specific traits the applicant possesses that evidence this potential. Please be as specific as possible and use concrete examples where applicable. **Do not incorporate anything drafted by the candidate in your recommendation or have the candidate submit the recommendation on your behalf.**

1. Please provide a brief description of your interaction with the applicant and, if applicable, the applicant's role in your organization.
2. How does the applicant's performance compare to that of other well-qualified individuals in similar roles? Please provide specific examples. (E.g. what are the applicant's principal strengths?)
3. Describe the most important piece of constructive feedback you have given the applicant. Please detail the circumstances and the applicant’s response.
4. In the Berkeley MBA program, we develop leaders who embody our distinctive culture’s four key principles [<http://mba.haas.berkeley.edu/community/culture.html>] one of which is “confidence without attitude” or “confidence with humility.” Please comment on how the applicant reflects this Berkeley-Haas value.
5. (Optional) Is there anything else we should know?

**Recommendation: Part II**

Please give us your appraisal of the applicant in terms of the traits listed below. Compare the applicant with others whom you know have applied to business school or with individuals who are being groomed for leadership positions within your organization. **It should be extremely rare for any candidate to receive “truly exceptional” in all areas.**

	Truly exceptional (top 1%)	Superior (top 5%)	Very good (top 10%)	Good (top 25%)	Average (top 50%)	Below average (bottom 50%)	No Opportunity to Observe
Self-confidence							
Communication skills							
Self-awareness							
Maturity							
Open to different viewpoints							
Empathy							
Ability to influence without authority							
Ability to accept constructive feedback							
Intellectual curiosity							
Analytical ability							
Quantitative ability							
Ability to question the status quo							
Initiative							
Adaptability							
Resilience							
Personal integrity/ethics							
Relationship-building skills							