# RECOMMENDATION

## Berkeley MBA for Executives, Fall 2023

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|---|---|---|---|
| | | | |
| **Name of Applicant:** Last Name | First Name | Middle Name | 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
- Instruct your recommender to: email the completed form to mbaforexecs@haas.berkeley.edu or mail the completed form to:

Berkeley MBA for Executives - Admissions, 430 Student Services Bldg. #1910, Berkeley, CA 94720

Waiver Section: The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) allows you to access your educational records if you enroll at the Haas School of Business. You may waive your right of access to this specific report if you so choose. Your decision to waive or not to waive your right of access will have no bearing on the handling of your application. I hereby ◯waive◯do not waive my right of access to this letter of recommendation.

| | | |
|---|---|---|
| | | |
| Applicant's signature | Applicant's name (print) | Date |

**Note To Recommender**

Thank you for agreeing to write a recommendation for the applicant for admission to the MBA for Executives Program. The most helpful recommendations are those that share insights on the candidate's personal and professional character and provide detailed examples. It is also beneficial to the candidate that you answer the specific questions that we ask.

If the applicant has not waived their right, as listed above, then the applicant may request to see this recommendation.

We greatly appreciate the time and effort that you are taking to provide us with your assessment.

| | |
|---|---|
| Recommender's name (print) | |
| Organization | |
| Position/Title | |
| Industry | |
| Telephone number | |
| E-mail address | |

You may/may not contact me at work regarding this applicant.

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**Recommendation: Part I**

1. How long have you known the applicant, and what is the nature of your relationship? (100 word limit)

2. How would you rate the applicant's career progression, using the applicant's peers as your reference group?

Please explain why you selected this rating and the reference group you are using. Comment on the candidate's key strengths and potential for future career progression. (200 word limit)

3. Please share 1-2 areas of growth for which the candidate can continue their professional development. (150 word limit)

4. In the Berkeley MBA Program, we develop leaders who embody our Defining Leadership Principles; one of them is Confidence Without Attitude or "confidence with humility." Please comment on how the applicant reflects this Berkeley Haas value. (200 word limit)

5. (Optional) Is there anything else we should know? (150 word limit)

Please rate how the candidate compares to their peers against the following criteria.

| | 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|
| | Unable to assess | Seldom | Sometimes | Often | Most of the time | Always |
| **Works collaboratively with others** | ○ | ○ | ○ | ○ | ○ | ○ |
| **Demonstrates strong leadership skills** | ○ | ○ | ○ | ○ | ○ | ○ |
| **Takes time to understand and listen to others** | ○ | ○ | ○ | ○ | ○ | ○ |
| **Demonstrates awareness of self and others** | ○ | ○ | ○ | ○ | ○ | ○ |
| **Open to feedback and constructive criticism** | ○ | ○ | ○ | ○ | ○ | ○ |
| **Displays initiative and self-motivation** | ○ | ○ | ○ | ○ | ○ | ○ |
| **Shows intellectual curiosity** | ○ | ○ | ○ | ○ | ○ | ○ |
| **Makes the most out of situations, whether good or bad** | ○ | ○ | ○ | ○ | ○ | ○ |
| **Demonstrates strong communication skills** | ○ | ○ | ○ | ○ | ○ | ○ |
| **Acts with integrity** | ○ | ○ | ○ | ○ | ○ | ○ |

*(Optional) Use this space to elaborate on any lower ratings or those you are unable to assess.*

**If you are a Berkeley Haas alum, please let us know from which program and year you graduated.**

To what degree do you recommend the applicant for admission?

***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.***

Recommender's signature

Recommender's name (print)

Date