RECOMMENDATION FORM

MBA Admissions
Henry Kaufman Management Center
44 West Fourth Street, Suite 6–70
New York, NY 10012–1126
Phone: (212) 998-0600
admchair@stern.nyu.edu

☐ Mr. ☐ Ms. ☐ Other ____________________________________________________________________________________ First Middle Last

TO THE APPLICANT:

• Complete the above information and sign below.

• Email form to your recommendors.

Please be assured that your decision to waive or not waive your right of access to this letter of recommendation 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.

☐ I hereby do not waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this letter of recommendation.

Signature: ____________________________________________________________________________ Date: ____________________

TO THE RECOMMENDER:

Candid comments from those who can evaluate the applicant’s performance and motivation through direct experience are extremely valuable.

We appreciate the time you are taking to provide the information. If you have any questions about the recommendation or the application process, please feel free to contact us at admchair@stern.nyu.edu.

• Please complete the form on the next page.

• On a separate sheet(s) of paper, please respond to the questions found at the top of the page.

• When you have completed both the form and the separate sheet(s), email your responses to NYU Stern at admchair@stern.nyu.edu.

We greatly appreciate your participation in this process.

NYU Stern MBA Admissions
Please make your overall recommendation regarding the applicant’s admission to NYU Stern.

**OVERALL RECOMMENDATION**
- [ ] I strongly recommend
- [ ] I recommend
- [ ] I recommend with some reservations
- [ ] I do not recommend that this applicant be admitted to NYU Stern

I am the applicant’s [ ] Current Supervisor  [ ] Past Supervisor  [ ] other ________________________________

Is the applicant currently employed by your organization?  [ ] Yes  [ ] No

Are you an alumna/alumnus of NYU Stern?  [ ] Yes  [ ] No

Year _______ Degree ___________

**TO THE RECOMMENDER:**

Please use a separate sheet(s) of paper to respond to each of the questions below. Kindly attach separate sheet(s) to this form.

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

2. How do the candidate's performance, potential, background, or personal qualities compare to those of other well-qualified individuals in similar roles? Please provide specific examples.

3. Please describe the most important piece of constructive feedback you have given the applicant. Please detail the circumstances and the applicant's response.

4. How would you describe the applicant's interpersonal skills?

Please use this scale to rate the applicant in relation to his or her peers.

- [ ] OUTSTANDING Top 5%
- [ ] EXCELLENT Top 15%
- [ ] GOOD Top 33%
- [ ] AVERAGE Middle 33%
- [ ] BELOW AVERAGE Bottom 15%
- [ ] UNABLE TO JUDGE

| Analytical/Quantitative ability | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |
| Oral communication skills | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |
| Written communication skills | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |
| Initiative | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |
| Integrity | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |
| Leadership | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |
| Maturity | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |
| Teamwork | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |
| Professionalism | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |

Name __________________________ Address (Business Preferred) __________________________
Position/Title __________________________ City, State __________________________
Organization __________________________ Country, Postal Code __________________________
Email Address (Business Preferred) __________________________ Telephone Number (Business Preferred) __________________________
Signature of Recommender __________________________ Date __________________________

Contact Information above is  [ ] Business  [ ] Personal

By signing this recommendation, I acknowledge that the information provided herein is an accurate and true reflection of my assessment of this applicant, and that this recommendation was written entirely by me.

New York University is an affirmative action/equal opportunity institution.