

RECOMMENDATION FORM

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

[Paper Version]

Mr. Ms. Other _____
First Middle Last U.S. Social Security Number

TO THE APPLICANT:

- Complete the above information.
- Address the Recommendation Form return envelope to yourself.
- Give this form and an envelope to the recommender, specifying that the form must be enclosed in the envelope provided with the recommender's signature across the seal.
- **Do not open the envelope when it is returned to you by the recommender.**

In order to allow the recommender to provide an objective and candid impression, you are encouraged to sign the following statement. Please be assured that the signing of this statement is optional and that 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.

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 stermma@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), kindly enclose these items in the envelope provided by the applicant.
- Please seal the envelope and sign across the envelope seal to ensure confidentiality.
- Return the sealed envelope to the applicant, who will submit it unopened to MBA Admissions.

We greatly appreciate your participation in this process.

NYU Stern MBA Admissions

RECOMMENDATION FORM

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 1/3	AVERAGE Middle 1/3	BELOW AVERAGE Bottom 1/3	UNABLE TO JUDGE
Analytical/Quantitative Ability	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.