Name of applicant

PLEASE NOTE: Relatives should not complete these forms for applicants.

TO THE APPLICANT

“The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee student access to educational records concerning them. Students are also permitted to waive their rights to access to recommendations.”

The following signed statement indicates the applicant’s wish regarding this recommendation:

I waive ☐, or I do not waive ☐, my right to see this form or any supplementary notes or letters pertaining to this recommendation form.

Signed __________________________ Date ____________ PRINT your name here __________________________

Name of person completing recommendation form __________________________

Title and organization __________________________

Relationship to applicant (supervisor, employer, teacher) __________________________

Length of relationship (years/months) __________________________

TO THE RECOMMERDER

Please rate each statement independently, and avoid rating on overall general impressions. The following questions or statements identify a variety of traits, skills, attitudes, etc. Please indicate the degree to which each quality is characteristic of the candidate you are rating:

1. Read each statement and scale carefully
2. Rate the applicant in relation to his/her peers,
3. Check the appropriate box to mark your rating on the scale.

If you do not feel that you have enough information to rate the candidate on a particular item, please check “unable to judge.”
Please enclose your letter of recommendation in an envelope with the applicant’s name on it, seal the envelope, sign across the envelope seal, and return the envelope to the applicant OR mail it directly to the MBA program office at the address below. Thank you.

**MAIL TO**

**MBA Program Office**  
Weber State University Davis MC 102  
2750 North University Park Blvd.  
Layton, UT 84041-9099

---

**RATE THE APPLICANT**  
*Please use this scale to rate the applicant in relation to his/her peers.*

<table>
<thead>
<tr>
<th></th>
<th>EXCELLENT (top 15%)</th>
<th>GOOD (top 1/3)</th>
<th>AVERAGE (middle 1/3)</th>
<th>BELOW AVERAGE (bottom 1/3)</th>
<th>UNABLE TO JUDGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROBLEM SOLVING.</strong> Ability to identify and solve problems is:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>SENSE OF RESPONSIBILITY.</strong> Ability to complete tasks and honor commitments is:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>MATURE.</strong> Ability to conduct oneself in a mature, adult manner is:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td><strong>ATTITUDE.</strong> The attitude the candidate displays toward life, work, school, etc. is:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

---

**WHAT WOULD YOU IDENTIFY AS THE CANDIDATE’S**

Greatest strengths: __________________________________________________________

________________________________________________________________________

________________________________________________________________________

Weakest areas: ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Additional comments may be placed on a separate page.)

☐ I HIGHLY RECOMMEND this candidate for the Goddard MBA Program.  
☐ I RECOMMEND this candidate for the Goddard MBA Program.  
☐ I DO NOT RECOMMEND this candidate for the Goddard MBA Program.

_________________________  ___________________________  
Signed  Date