

LETTER OF REFERENCE (PAGE 1)

Applicant: (Please type or print. You may also photocopy additional forms as needed.)

Last Name:		
First Name:		
Middle Name:		
Preferred Name:		
<input type="checkbox"/> Masters Program	<input type="checkbox"/> MIS/MBA Dual Degree Program	<input type="checkbox"/> PhD Program

I understand that federal law provides me with the right to access this Letter of Reference, after enrollment. I also understand that no school may require me to waive this right. I hereby <input type="checkbox"/> waive <input type="checkbox"/> do not waive my right to access this Letter of Reference.	
Your signature is Required: Signature	Date

To the person submitting this reference:

Thank you for agreeing to write on behalf of this candidate who is applying for admission into the Graduate Degree program in Management Information Systems. We have found that the most useful recommendations provide detailed information, descriptions, and specific anecdotes of the candidates intellectual abilities and personal qualities as they relate to his/her potential for success in the program and as an MIS professional. This information makes it possible for us to distinguish the best candidates from amongst the pool of applicants.

Please address the questions listed on Page 2 in your letter of recommendation and attach it to the completed form. Please place your recommendation in a sealed envelop and sign it across the seal. Return the document directly to the applicant and retain a copy for your files. The applicant will submit the unopened envelope to us as part of the application packet. We thank you for participating in this process and look forward to hearing from you.

Recommender

Name:	
Position/Title/Organization	
Address:	
You may contact me at <input type="checkbox"/> home <input type="checkbox"/> work regarding this applicant	
Phone: _____	Fax: _____
E-mail:	
How long have you known this applicant: Years: _____	Months: _____
Period of time during which you have had the most frequent contact with the applicant: (month/year) From: _____ To: _____	
Define your relationship to the applicant and describe the circumstances under which you have known him/her.	
Signature:	Date:

LETTER OF REFERENCE (PAGE 2)

Please address these questions in your letter of recommendation and attach the letter to this form.

1. What are the applicant's principle strengths, and how does he/she compare with other individuals at his/her professional level?
2. What are the areas that the applicant can most improve?
3. Please comment on IS Technical Ability (programming, software design & development, software Project management, etc.)
4. Please comment on the applicant's professional skills, analytical ability, problem solving ability, organizational skills, creativity, etc.
5. Please describe the applicant's leadership skills.
6. Please describe the applicant's interpersonal skills and indicate the level of effectiveness in the following areas:
 - * Working with team members
 - * Working with supervisors, peers, and subordinates
7. Please provide any other information that you feel is relevant to this process (e.g., personal integrity, level of maturity, unusual accomplishments in the work place, etc.)

The following checklist provides a convenient method to summarize the applicant's level of skill/expertise/ability in a Number of areas that are of importance to us in the admission process. Please indicate the peer group to which you are Comparing the applicant and feel free to explain any of your ratings.

Peer Group: _____

No Basis for Judgment	Skill Area	Below Average	Average	Good	Very Good	Outstanding	Truly Exceptional
	Initiative/ Motivation						
	Intellectual Curiosity						
	Maturity						
	Creativity/ Innovativeness						
	Leadership Potential						
	Analytical/ Quantitative						
	Ability to Func- tion in a Team Environment						
	Technical MIS Ability						
	Verbal Communication						
	Written Communication						
	Overall Rating						