

## Recommendation Forms



Please submit:

- Two professional recommendation forms. These should come directly from your current and past supervisors.
- All recommendation forms should be sent directly from your recommender to the MBA program:

USF MBA Program  
USF College of Business  
4202 E. Fowler Avenue, BSN 3403  
Tampa, FL 33620

MBA Program  
University of South Florida College of Business  
4202 East Fowler Avenue, BSN 3403  
Tampa, Florida 33620



To be completed by the applicant (print of type)

Candidate's Name:

\_\_\_\_\_

LAST	FIRST	MIDDLE
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Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check the appropriate box below indicating whether you have/have not waived your right of access to this recommendation evaluation under the Buckley Amendment.

- I hereby waive my right of access to this recommendation evaluation.
- I do not waive my right of access to this recommendation evaluation.

Applicant's Signature \_\_\_\_\_

Last	First	Middle

TO THE INDIVIDUAL COMPLETING THIS FORM:

The person whose name appears above is applying for admission to the University of South Florida MBA program. Please answer the questions below in as specific and candid a manner as possible. Your comments will be an important factor in the admission decision. We realize this requires time and effort on your part and we appreciate your assistance. Please mail the enclosed form.

Title: Mr. Mrs Ms Dr \_\_\_\_\_  
Name

\_\_\_\_\_ Position Employer

\_\_\_\_\_ Address City St Zip

(\_\_\_\_\_) \_\_\_\_\_ Work Phone Email Highest Degree Attained

How long has the candidate been employed at your company? \_\_\_\_\_

What are the job duties performed by the candidate? \_\_\_\_\_

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Please discuss your perception of the applicant's potential in, a professional environment particularly with regard to interpersonal skills and leadership potential.

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What do you perceive to be the candidates strengths and weaknesses?

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Last	First	Middle

Please rate the applicant on the following components.

	Top 5% Outstanding	Top 15% Excellent	Top Third Good	Middle Third Average	Bottom Third Poor	Not Observed
Intellectual Ability						
Analytical Ability						
Leadership Potential						
Oral Presentation Skills						
Written Communication Skills						
Overall Evaluation						

Describe your level of commitment in recommending this application for the University of South Florida MBA Program

Highly  
Recommend

Recommend

Recommend  
with Reservations

Do not Recommend

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attention Supervisors: Recommendation forms should be sent directly to the MBA program at:**

**MBA Program  
USF College of Business  
4202 E. Fowler Avenue, BSN 3403  
Tampa, FL 33620**