



CONFIDENTIAL

GRADUATE SCHOOL OF BUSINESS

Name of Programme

Please tick
Full-time
OR
Part-time

Reference Form

SECTION A: TO APPLICANT

Please send a copy of this form, with the accompanying sheet, to each of your referees. Please complete Section A in BLOCK CAPITALS.

YOUR NAME

ADDRESS

YOUR REFEREE'S NAME AND TITLE

POSITION

ORGANISATION

HIS/HER ADDRESS

TELEPHONE E-MAIL

Please now pass on this form to the referee named. Ask the referee to complete the form and return it directly to you or to the Faculty. Thank you.

SECTION B: TO REFEREE

The person above has applied for entry to a postgraduate coursework program. We need to know more about the applicant and his/her suitability for the course (see details enclosed). Thank you for your help.

Please CHECK the information about you and amend if necessary.

Please reply to the questions below and overleaf, in typescript if possible. If you need more space please use a separate sheet.

ALL INFORMATION GIVEN WILL BE TREATED IN STRICTEST CONFIDENCE

A PROMPT REPLY WILL HELP THE CANDIDATE'S APPLICATION

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

2. What do you consider to be his/her major talents and strengths?

3. What do you consider to be his/her weaknesses?

4. In what ways might he/she benefit from the selected program of study?

5. Are you aware of any personal circumstances or problems that might affect his/her performance on the program?

6. Please rate the applicant on the qualities listed below. The applicant should be rated by marking the scale in the appropriate place (1=low and 5=high: 0=Not observed). Please compare the applicant with other members of his or her peer group (typically) this would mean graduates with several years' work experience).

	Low		Average		High	Not Observed
	1	2	3	4	5	0
Ability to work hard	1	2	3	4	5	0
Ability to work independently	1	2	3	4	5	0
Ability to work with others	1	2	3	4	5	0
Leadership	1	2	3	4	5	0
Ability to express clearly	1	2	3	4	5	0
Creativity	1	2	3	4	5	0
Intellectual or Academic ability	1	2	3	4	5	0
Perseverance	1	2	3	4	5	0

7. Please feel free, either in the following space, or in a separate letter, to elaborate on the ratings you have assigned in Question 6, or to comment on how the applicant might contribute to the program, or to make any further points which you feel will be helpful, for example:

- the applicant's past academic performance and aptitude for academic study at the level indicated
- the applicant's work experience and/or professional performance.
