



APPLICANT DETAILS

Family Name or Surname

Given Names

Telephone ()

Email

REFEREE DETAILS

Name of Referee

Position

Organisation

Address

Telephone ()

Email

How long have you known the applicant?

What is your work connection with the applicant?

For what type of management position would you see the applicant being suited in the long run (for example, would you see the applicant's future as a line manager, chief executive officer, adviser or specialist)?

NOTE TO REFEREE

The applicant mentioned has applied for admission to a program at Macquarie Graduate School of Management (MGSM) and has nominated you as a referee.

The purpose of this MGSM program is to provide an opportunity for students to develop knowledge, abilities, attitudes and understanding which will constitute a foundation for their growth into competent and responsible managers. It would assist the School if you would provide your assessment of the applicant.

This report asks for information that the School finds useful in assessing the applicant's ability to successfully complete the program. The form is provided for your convenience and allows for the relevant information to be supplied in the necessary structure. Any information you provide will be considered strictly confidential.

We are aware that we are asking for considerable time and effort on your part in completing this form. However, far more applications are received than there are places available and it is necessary to select carefully those applicants to be admitted. Your assistance in giving this appraisal is very helpful to us and greatly appreciated.

**PLEASE RETURN
YOUR REPORT BEFORE
THE APPLICATION
CLOSING DATE TO:**

Institut Ranke-Heinemann
Schnutenhausstrasse 44
45136 Essen
Deutschland
Tel. 0049-201-252552
info@ranke-heinemann.de
www.ranke-heinemann.de

Institut Ranke-Heinemann
Theresiengasse 32
1180 Wien
Österreich
Tel.: 0043-1-4060224
wien@ranke-heinemann.at
www.ranke-heinemann.at

Please rate the applicant on the following characteristics (tick (✓) appropriate box). Use what you consider to be general managerial ability as a base for comparison.

	VERY POOR LOWEST 10%	POOR NEXT 25%	AVERAGE NEXT 30%	GOOD NEXT 25%	EXCELLENT TOP 10%	COMMENT OPTIONAL
Drive to succeed						
Self discipline						
Ability to work with others						
Initiative						
Senior executive potential						
Verbal skills						
Writing skills						
Analytical skills						

What are the applicant's outstanding strengths?

What are the key areas in which the applicant would benefit from development?

Do you have any comments about the applicant undertaking a demanding postgraduate program in respect to his/her:

1. Motivation

2. Aptitude to study

3. Time Management

Signature of Referee

Date:

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