

PERSONAL REFERENCE

To be completed by the applicant's referee.

APPLICANT'S NAME

To the referee: The person whose name appears above has applied to register for the Otago MBA (Master of Business Administration) and has nominated you as a referee. We would be very grateful for your comments on their suitability for the programme. Any information you supply will be of great assistance and will be treated as confidential.

The Advanced Business Programme was established in 1976 to provide a centre of excellence for management education. It is now a world leader in helping individuals and organisations enhance their managerial effectiveness. The Advanced Business programme sees its role as preparing managers and professionals to deal effectively with a rapidly changing business environment.

The Otago MBA programme attracts high calibre, international participants with exceptional leadership skills and is designed to broaden perspectives, heighten career potential and equip participants with general management and specialist skills required for senior management positions in both the private and public sectors. MBA participants are deliberately selected from a wide range of academic, cultural and professional backgrounds and management interests.

A university degree or equivalent professional qualification is normally required for admission and, in addition, participants will typically have several years' work experience before being accepted. Candidates without a degree will be considered if they can demonstrate exceptional compensating qualities.

The MBA programme relies heavily on the active participation of all members and involves substantial interaction between participants and course leaders. A considerable amount of work is carried out in small groups and so team work and personal qualities are therefore every bit as important as academic ability and previous work experience and expertise.

The work load is intense (around 80 hours per week) and intellectually demanding. We are concerned that entry to the Otago MBA programme is restricted to those applicants who can reasonably cope with the pressure and high demands of the course.

Reference

HOW LONG HAVE YOU KNOWN THE APPLICANT AND IN WHAT CONNECTION?

Blank space for answer

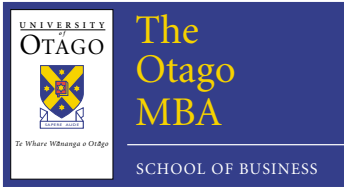
YOUR NAME AND POSITION:

ADDRESS:

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TELEPHONE: FAX: EMAIL:

SIGNATURE OF REFEREE DATE:



OUTSTANDING (TOP 2%)
 EXCELLENT (TOP 10%)
 VERY GOOD (TOP 20%)
 AVERAGE
 BELOW AVERAGE
 INADEQUATE OPPORTUNITY TO OBSERVE

| | | | | | | |
|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| LEADERSHIP SKILLS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| RELATIONSHIP AND TEAM BUILDING SKILLS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MATURITY LEVEL | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SELF MOTIVATION, PROACTIVITY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AMBITION/DRIVE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PROBLEM SOLVING SKILLS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DECISION MAKING SKILLS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ORAL COMMUNICATION SKILLS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WRITTEN COMMUNICATION SKILLS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| QUANTITATIVE SKILLS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please indicate your overall recommendation for this candidate:

HIGHLY RECOMMENDED
 RECOMMENDED
 RECOMMENDED BUT WITH RESERVATION
 NOT RECOMMENDED

Please feel free to comment below on your rating.



CONFIDENTIAL

WHAT DO YOU CONSIDER ARE THE APPLICANT'S OUTSTANDING TALENTS AND STRENGTHS?

WHAT DO YOU CONSIDER ARE THE APPLICANT'S MAJOR WEAKNESSES?

HOW WELL DO YOU THINK THE APPLICANT HAS THOUGHT OUT THEIR PLANS FOR THIS GRADUATE STUDY?

PLEASE DESCRIBE ANY SITUATIONS OR INCIDENTS WHICH ILLUSTRATE THE APPLICANT'S INTEGRITY, MATURITY, MOTIVATIONAL OR LEADERSHIP QUALITIES

PLEASE OUTLINE ANY OF THE APPLICANT'S OTHER OUTSTANDING CHARACTERISTICS WHICH WOULD ADD TO THE PROGRAMME

OTHER COMMENTS

Thank you for taking the trouble to provide this information. Please return the completed reference form either to the applicant, sealed and signed across the envelope seal, or directly to the MBA Admissions Office, Advanced Business Programme, University of Otago, PO Box 56, Dunedin, New Zealand.

Applications will not be processed until references are received.