

# LETTER OF RECOMMENDATION FORM

**APPLICANT**

Applicants please complete this section and mail/give this form to your recommender.

**Term of Application**

Fall \_\_\_\_\_

Name: \_\_\_\_\_  
LAST/FAMILY FIRST MIDDLE

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Degree Applying**

- VEMBA
- Master of Human Resource Management

Under the provision of the Family Educational Privacy Act of 1974, you have the right to review your educational records. Please indicate below whether or not you wish to waive this right.

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

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**RECOMMENDER**

The above applicant is applying for graduate admission to the Shidler College of Business at the University of Hawaii at Mānoa. Based on your experience with the candidate, please provide a candid assessment of his or her abilities. We are most interested in *specific examples* of intellectual and professional achievements and how they may relate to the applicants' decision to pursue graduate study in the College.

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

B. Please rate the applicant in comparison with others of like experience and position.

	Exceptional	Above Average	Average	Below Average	No Basis for Judgment
Intellectual ability	<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"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for graduate study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability of work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Please attach a statement detailing the applicant's potential for academic success in the intended graduate program, managerial potential/ability, and ethics/integrity. Specific examples are appreciated as it will assist the committee in making informed decisions on each candidate.

Please attach your business card here.

Recommender's name: \_\_\_\_\_  
LAST FIRST

Title: \_\_\_\_\_ Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_