

Queen's Accelerated MBA for Business Graduates Evaluation Form (for applicant's immediate superior)

Applicant to complete this section

Name of applicant
Surname Given names (in full)

Employer

Address of employer

The above named individual is applying to the *Queen's Accelerated MBA for Business Graduates* program. This innovative program is designed for working managers aspiring to be future leaders in their organizations. Curriculum has been developed to move beyond the content of their undergraduate business program and build on their work experience. *Queen's Accelerated MBA for Business Graduates* focuses on advanced management topics and provides skills to take on the challenges of senior management.

Instructions to the Evaluator

Please thoroughly complete the following questions as your responses are considered by the Admissions Committee in determining if this applicant is an ideal candidate for the *Queen's Accelerated MBA for Business Graduates* program.

1. How long have you known the applicant?
2. Please indicate in what capacity you know the applicant: I am
3. Please evaluate the applicant as well and as fairly as you can in each of the categories below by placing a "✓" in the appropriate box beneath the scale at the top.

	Exceptional (Top 5%)	Outstanding (Next 5%)	Very good (Next 10%)	Average (Middle 30%)	Below average (Bottom 50%)
Overall ability					
Maturity					
Integrity					
Initiative					
Judgement					
Team skills					
Self-discipline					
Creativity					
Organizational skills					
Analytical skills					
Verbal skills					
Writing skills					
Time management skills					
Leadership potential					
Sensitivity to diversity					
Organizational contribution					
Senior management potential					

4. Which of the following recommendations would you make to the Admissions Committee regarding this applicant's candidacy for *Queen's Accelerated MBA for Business Graduates*?

- Strongly recommend
- Recommend
- Recommend with some reservations
- Do not recommend

Please provide an explanation:

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5. In addition to the information you have provided on this form, please write a confidential letter of reference for the applicant addressing the questions below. In this letter, you are also welcome to include any additional information about the applicant that would assist the Admissions Committee. Please write this letter on company letterhead (if possible).

- a) Provide reasons why the applicant should be considered for *Queen's Accelerated MBA for Business Graduates*, noting how you believe an MBA will contribute to the applicant's career success.
- b) Provide a specific example of a significant contribution made by the applicant to your organization within the past 12 months.
- c) What are the applicant's strengths and areas for improvement?

Evaluator's name (please print clearly)

Evaluator's position / title

Evaluator's employer

Evaluator's address

Evaluator's business telephone number () Ext.
Area code

Evaluator's e-mail

Evaluator's signature

Date (M/D/Y)

Thank you for taking the time to complete this evaluation. To ensure confidentiality, please return this form and your letter of reference *directly* to the attention of the Admissions Committee at the address below:

Queen's Accelerated MBA for Business Graduates
Admissions Committee
Queen's School of Business
Goodes Hall
Queen's University
Kingston, Ontario
K7L 3N6

Queen's Accelerated MBA for Business Graduates Evaluation Form (for applicant's colleague)

Applicant to complete this section

Name of applicant
Surname Given names (in full)

Employer

Address of employer

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Analytical skills					
Verbal skills					
Writing skills					
Time management skills					
Leadership potential					
Sensitivity to diversity					
Organizational contribution					
Senior management potential					

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- Recommend
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- Do not recommend

Please provide an explanation:

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- c) What are the applicant's strengths and areas for improvement?

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