

Queen’s Master of Finance - Reference

NAME OF APPLICANT: *(Applicant to complete this section)*

Surname (Last name)

Given Name (First name)

Instructions to the Referee:

The above named individual is applying to the Queen’s Master of Finance Program. This innovative program is designed for individuals aspiring to work in investment banking and financial analysis, and be future leaders in their organizations. Curriculum has been developed to move beyond the content of their undergraduate business program and build on their prior experience. Queen’s Master of Finance focuses on advanced management topics and provides skills to take on the challenges of working in the changing environment of today’s economy.

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 Master of Finance program.

1. How long have you known the applicant?

2. Please indicate in what capacity you know the applicant:

3. Please evaluate the applicant as well and as fairly as you can in each of the categories below by placing a “X” 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					
Judgment					
Team Skills					
Self-discipline					
Organizational Skills					
Analytical Skills					
Verbal Skills					
Writing Skills					
Time Management Skills					
Leadership Potential					

4. Which of the following recommendations would you make to the Admissions Committee regarding this applicants candidacy for Queen's Master of Finance Program?

Strongly recommend Recommend Recommend with some reservations Do not recommend

Please provide an explanation:

5. In addition to the information you have provided on this form, please write and attach 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.

a) Provide reasons why the applicant should be considered for Queen's Master of Finance Program, noting how you believe this degree will contribute to the applicant's career success.

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

PLEASE COMPLETE THE FOLLOWING INFORMATION *(please print clearly)*

Name:

Position / Title:

Company:

Address:

Address:

Business telephone number:

E-mail:

Signature

Month /Day/Year

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 Master of Finance
Admissions Committee
Queen's School of Business
Goodes Hall
Queen's University
Kingston, Ontario
K7L 3N6