

Queen's Executive MBA Evaluation Form (for applicant's immediate superior)

Applicant to complete this section

Name of applicant
Surname Given names (in full)

Employer

Address of employer

You may solicit more than the two required evaluations if, in your opinion, the information they provide would significantly affect the consideration of your application.

Instructions to the Evaluator

Please answer the questions on both pages of this form. If you need to use additional sheets of paper, please staple them to the back of the form's pages. In keeping with Queen's University policy, all evaluator comments are held in complete confidence.

Please mail this form to:
 Queen's Executive MBA
 Admissions Committee
 Queen's School of Business
 Goodes Hall
 Queen's University
 Kingston, Ontario
 K7L 3N6

1. How long have you known the applicant?

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

We are evaluating the above-named individual for admission to the *Queen's Executive MBA* program. We would like your honest assessment of how this person compares to other managers at the same level.

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					
Initiative					
Judgement					
Team skills					
Self-discipline					
Creativity					
Analytical skills					
Verbal skills					
Writing skills					
Leadership potential					

Queen's Executive MBA 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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Instructions to the Evaluator

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- How long have you known the applicant?
- Please indicate in what capacity you know the applicant: I am

We are evaluating the above-named individual for admission to the *Queen's Executive MBA* program. We would like your honest assessment of how this person compares to other managers at the same level.

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