

**MFE program
Haas School of Business
University of California, Berkeley
545 Student Services Bldg. #1900
Berkeley, CA 94720-1900**

RECOMMENDATION FORM

Name of Applicant (print): _____
LAST FIRST MIDDLE

NOTE TO APPLICANT

Please complete both the top and the waiver sections of this form even if you do not waive access. Do not detach the waiver section. Deliver or mail this form to the person who will write your recommendation together with an unsealed stamped envelope addressed to yourself. Ask your recommender to seal the envelope, sign across the seal, and to mail the envelope back to you. You should then send the envelope with its seal unbroken to the MFE program with the rest of your application materials.

NOTE TO RECOMMENDER

The person whose name appears above is applying for admission to the Master of Financial Engineering program at the Haas School of Business and has requested that your evaluation be included as part of the information on which we will base our admission decision. We are particularly interested in the answers to the following questions, but welcome any information you think is appropriate. Please provide your responses on your company letterhead or stationary.

After completing this form, please enclose it in the envelope provided to you by the applicant, seal the envelope, and sign across the seal. Your signature across the sealed flap of the envelope ensures the confidentiality of your assessment. If you prefer, you may send your letter directly to the school at the address above. Thank you for your candid assessment of the applicant, and for taking the time and effort you take to complete this form.

Recommender's name (print): _____ Date: _____
Position/title: _____ School/firm: _____
Address: _____ Telephone number: _____
Email Address: _____

1. I strongly recommend recommend recommend with reservations do not recommend that this applicant be admitted to the Haas School of Business.
2. You may may not contact me at work regarding this applicant.

I certify that this recommendation was written entirely by me using my own words. The applicant was not involved in crafting any portion of this written recommendation.

Recommender's signature: _____

Waiver Section: Applicant to Complete

I understand that federal legislation provides me with a right of access to this recommendation, which may be waived, and that no school or person can require that I waive this right.

I hereby waive do not waive my right of access to this letter of recommendation.

Applicant's signature: _____

Applicant's name (print): _____ Date: _____

Recommender's name (print): _____

We are particularly interested in the answers to the following questions, but welcome any information you think appropriate. In order to facilitate the typing or word processing of this form, please provide your responses on your own letterhead or stationery; however, we ask that you use this form to mark your responses to question 8 (please see grid below) on this form. Thank you again.

1. How long have you known the applicant and under what circumstances? How frequent is (was) your interaction with the applicant?
2. What are the applicant's colleagues like and how does the applicant compare?
3. How effective are the applicant's interpersonal skills in working with peers, supervisors, and subordinates?
4. What are the applicant's strengths and special talents?
5. What are the applicant's weaknesses or areas in need of improvement?
6. Please comment on the applicant's business ethics.
7. Please feel free to add any additional comments or to explain your ratings on a separate sheet of paper.
8. Please rate the applicant on the qualities listed on the grid below.

	Exceptional (top 2%)	Outstanding (top 10%)	Very Good (top 20%)	Good (top third)	Average (middle third)	Below Average (bottom third)	No Opportunity to Observe
Intellectual ability							
Analytical ability							
Maturity							
Motivation							
Personal integrity/ethics							
Professionalism							
Interpersonal skills/ ability to work well with others							
Sense of humor							
Ability in oral expression							
Ability in written expression							
Creativity and resourcefulness							
Self-confidence							
Leadership ability							