

 Haskayne School of Business

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**Reference Form for Admission - *to be completed by Referee***

|  |  |
| --- | --- |
| Student Name:       | Program:       |
| Name of Referee (Please Print/Type)      | E-mail address (Institutional or Business)      |
| Position and Department      | **I**nstitution      |
| Address      | (Institutional or Business)Telephone (     )      Fax Number (     )       |
| *NOTE: Applicants/Students who submit a formal request for access may be given copies of their Reference Forms.* |
| **I have known the applicant in my capacity as:**[ ]  instructor [ ]  supervisor [ ]  advisor [ ]  employer[ ]  Other: please explain |
| **I have known the applicant for:**[ ]  Less than 1 year[ ]  1-3 years[ ]  3-5 years [ ]  More than 5 years |
| **Please evaluate the applicant in the following areas:** |
|  | Outstanding | Excellent | Good | Average |  |
| Background preparation | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Potential research ability | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Intellectual ability | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Capacity to work well with others | [ ]  | [ ]  | [ ]  | [ ]  |  |
| Work ethic | [ ]  | [ ]  | [ ]  | [ ]  |  |
| **How would this applicant rank for admission at your institution?** | [ ]  | [ ]  | [ ]  | [ ]  |  |
| **Is the degree comparable at your institution?**Yes [ ]  No [ ]  |
| **I have read the applicant’s research proposal.**Yes [ ]  No [ ]  |
| **I understand that this reference may be used for scholarship purposes.** |
| Yes [ ]  No [ ]  |

Since the above ratings do not provide a complete description of an applicant’s potential, please expand on your assessment by describing the applicants’ merits and shortcomings in these general areas together with an overall recommendation.

1. **Academic background and training** – applicant’s general knowledge of the field, preparation in the field and additional skills or experience that might help them complete their degree.

2. **Research ability and record** - originality and ability to synthesize ideas, analytical thinking, skill at research design, quality of any research, familiarity with techniques or methodologies of the field, ability to discuss critically, ability to express ideas clearly.

3. **Communication and language ability** - applicant's communication ability as revealed in any role such as the presentation of reports or seminars, and speaking ability. If English is not the applicant's first language, some comment on his/her proficiency in English would be appreciated.

4. **Reliability and Personal Aptitude** - applicant's interpersonal skills and temperament for graduate work.

You may enter your comments here.

|  |  |
| --- | --- |
| Signature of Referee:       | Date:       |