



Reference form

To be completed by the APPLICANT

Applicants name and ID # _____

Programme applying for: PGDip MBA

Note to applicant: The feedback in this recommendation is evaluative in nature, and cannot be accessed under the Privacy Act 1993. In other words, this recommendation is confidential between the recommender and the University of Auckland.

I confirm that I did not write or draft any part of this recommendation.

Signature of applicant

Date

To be completed by the REFEREE

Thank you for agreeing to provide a recommendation for the above applicant. We appreciate the time and effort that you are putting into this recommendation and your honest assessment of the applicant's abilities.

- Please complete SECTIONS A, B and C
- Please sign the form
- Save all three pages (completed form and the letter of support) as a PDF
- Email the PDF to gsm@auckland.ac.nz with the student ID and name in the subject line.

Section A: Contact information

Referees name:

Date of recommendation:

Position/Title:

Employer name (organisation):

Address:

Telephone/Mobile:

Email:



Section B: Referee's assessment

Please rate how the applicant compares to his/her peers against the following criteria:

Please indicate the reference group for this comparison:

	Unable to judge	Below average	Average	Good	Outstanding	Truly exceptional
Intellectual ability						
Quantitative ability						
Written expression (English)						
Oral expression (English)						
Creativity						
Initiative						
Teamwork						
Maturity						
Demonstrated leadership						
Potential for career advancement						
Ethics & integrity						
Sense of humour						
Respect from managers						
Respect from peers						

Section C: Recommendation letter

Guidelines

Please write an assessment of the applicant that reflects their qualities, achievements, and potential.

The following information would be helpful to include; with examples where possible.

- Your relationship to the applicant, and the context of your interaction (including dates)
- The unique qualities of the applicant compared to his/her peers.
- The strengths and weaknesses of the applicant, supported by examples.
- In what areas can the applicant improve? Has she/he worked on those areas?
- How have the applicant's responsibilities evolved over the time you have known him or her?
- What is the applicant's potential for achievement?

*The recommendation can be written on the following page or separate letterhead



Graduate
School of
Management

**BUSINESS
SCHOOL**

Applicant's name and ID # _____

Brief statement of recommendation

Overall recommendation (Please tick one below)

Enthusiastic recommendation	Recommend	Recommend with reservations (Please ensure you have provided detail in SECTION C)	Do not recommend (Please ensure you have provided detail in SECTION C)
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Signature of referee	Date
_____	_____