



**GRADUATE PROGRAMS
RECOMMENDATION FORM**

To the Applicant

Each recommendation must include **the completed Recommendation Form as well as a separate letter from your recommender** written and signed on academic or business **letterhead stationery**. Recommendations should be requested from professors or other professionals (e.g., employers) who are able to comment on your qualifications for graduate study. References from friends or relatives are not acceptable.

Applicant's Information

Name: _____
Last or Family Name/Surname First Middle
Address: _____
Email address: _____ Last Four Digits of U.S. SSN (optional): _____

Recommender's Information

Name: _____
Title: _____ Institution/Organization: _____
Address: _____
Phone: _____ Email: _____
IMPORTANT: At least one phone number must be supplied for verification purposes.

Applicant's Waiver of Right to Access

The Family Educational Rights and Privacy Act of 1974 allows an applicant to waive his/her right of access to this reference form and letter of recommendation. The university does not require the applicant to waive this right. Check one of the following statements and sign below:

- I waive my right to review this reference form and letter of recommendation.
- I **do not** waive my right to review this reference form or letter of recommendation.

Printed Name: _____ Date: _____ Signature: _____

Both front and back (pages 1 and 2) of this form together with the recommendation letter must be returned to ELOC program director at the following address: Kenneth S. Rhee, Program Director. Executive Leadership and Organizational Change, College of Business, Northern Kentucky University, Highland Heights, Ky 41099

To the Recommender:

On behalf of whom are you writing this recommendation:

First Name MI Last Name

What is your relationship with the applicant? Teacher/Professor Employer/Supervisor Other _____

RECOMMENDATION LETTER

- a. Use only clearly marked, **official academic or business letterhead paper**. This letter must be signed by you.
- b. Include the applicant's name on each page of the letter.
- c. Attach your letter to this *Recommendation Form*
- d. Describe the applicant's qualifications for graduate study.
 - Please comment on how well and in what capacity you know the applicant
 - Please discuss topics such as those identified in the following table

Please complete the following questionnaire rating the applicant's professional competence in comparison with other known individuals at a similar stage in their career. Please check **one** box for each skill.

	Below Average	Average	Above Average	Exceptional	Inadequate Opportunity to Rate
Teamwork Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge in Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills—Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills—Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability & Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If English is NOT the primary language of the applicant, please comment on their Verbal & Written English Skills:

English Proficiency—Oral	
English Proficiency--Written	

Recommender, please read and sign below:

I have read the recommender information on page 1 of this *Recommendation Form*, including the phone number, and have made any necessary corrections.

Name Title

Business Name Phone Email

Signature Date