



Capital University MBA Program Reference

*Return this form as soon as possible to: School of Management
Capital University
1 College and Main
Columbus, OH 43209-2394*

Please print or type.

Applicant's name _____
Last First Middle

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), you have the right to review your educational records if you enroll at Capital University. You may waive your right of access to this specific report. Your decision to waive or not to waive your right of access will have no bearing on the handling of your application by the Admissions Committee. You must sign your name below after checking the appropriate response.

I waive my right to access this report I do not waive my right to access this report

Applicant's signature _____ Date _____

Reference's name _____
Last First Middle

Title Organization

Note to applicant

Please give a copy of this form to each of the references listed on your application for admission. Ask your reference to complete it, sign it, seal it in an envelope, and send it to: School of Management, Capital University, 1 College and Main, Columbus, OH 43209-2394.

Note to reference: The person whose name appears above is applying for admission to Capital University's MBA program. The Admissions Committee places particular emphasis on comments from people who may be able to judge the candidate's capabilities. **This form will be used exclusively by the committee. It will not become a part of the student's record at Capital University.**

Evaluation

In what capacities and for how long have you known the applicant? _____

Please rank (1,2, 3) the candidate's TOP THREE strengths, and indicate three areas for improvement.

Rank the candidate's TOP THREE strengths, in order (1, 2, 3).

Business Acumen	
Intellectual Curiosity	
Problem Solving	
Creativity/Originality	
Interpersonal Savvy	
Managerial Courage	
Initiative/Independence	
Oral Expression/Persuasion	
Written Communication	
Perseverance and Drive	

Identify (✓) THREE areas in which the candidate could improve/develop.

Business Acumen	
Intellectual Curiosity	
Problem Solving	
Creativity/Originality	
Interpersonal Savvy	
Managerial Courage	
Initiative/Independence	
Oral Expression/Persuasion	
Written Communication	
Perseverance and Drive	

We would be grateful for your candid assessment of this applicant's potential in both the Capital MBA program and in a managerial career. Please use the back of this form or an attachment to describe specific activities or accomplishments that demonstrate the candidate's strengths and areas for development.

Reference's signature _____

Reference's name (please print) _____ Date of reference _____