LETTER OF RECOMMENDATION FORM

APPLICANT

Applicants please complete this section and mail/give this form to your recommender.

Term of Application
Fall _______

Degree Applying
☐ Executive MBA
☐ Distance Learning Executive MBA
☐ Master of Human Resource Management

Name: ____________________________________________
LAST/FAMILY FIRST MIDDLE

Email: _____________________________________________
Phone: __________________________

Under the provision of the Family Educational Privacy Act of 1974, you have the right to review your educational records. Please indicate below whether or not you wish to waive this right.

☐ I waive my right of access to this recommendation form.
☐ I do not waive my right of access to this recommendation form.

__________________________________________________________
APPLICANT SIGNATURE DATE

RECOMMENDER

The above applicant is applying for graduate admission (and possible financial support from) to the Shidler College of Business at the University of Hawaii at Mānoa. Based on your experience with the candidate, please provide a candid assessment of his or her abilities. We are most interested in specific examples of intellectual and professional achievements and how they may relate to the applicant's decision to pursue graduate study in the College.

A. How long have you known the applicant and in what capacity?

__________________________________________________________

B. Please rate the applicant in comparison with others of like experience and position.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Exceptional</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>No Basis for Judgment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual ability</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Oral communication skills</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Written communication skills</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Analytical communication skills</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Motivation for graduate study</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ability of work with others</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Emotional Maturity</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Leadership Potential</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Imagination and creativity</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

C. Please attach a statement detailing the applicant's potential for academic success in the intended graduate program, managerial potential/ability, and ethics/integrity. Specific examples are appreciated as it will assist the committee in making informed decisions on each candidate.

Recommender’s name: __________________________________________
LAST FIRST

Title: __________________________________ Company: __________________________ Phone: ____________

Signature: __________________________________________ Date: ____________

Please return this form and letter in a sealed envelope mail it directly to:
University of Hawaii – Shidler College of Business, Executive Education Center, 2404 Maile Way A-303, Honolulu, HI 96822, USA