
MASTER OF BUSINESS ADMINISTRATION

CLAYTON STATE UNIVERSITY

RECOMMENDATION FORM

Applicant's Name: _____
Last *First* *Middle*

To the applicant: Indicate your full name above. Request your recommender to mail the completed form to the address on the back.

To the applicant and the recommender: This recommendation will be used for admission purposes only and will not be retained in any educational record should the above named applicant enroll at Clayton State University. Consequently, the recommendation is not subject to the stipulations of the Family Educational Rights and Privacy Act of 1974; under the law the applicant will not have access to recommendations.

To the recommender: Please respond to the following questions. Recommendations are a required part of the application so a prompt return is necessary. The Clayton State University admissions process places a great deal of importance on comments from recommenders. We appreciate your assistance.

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

What do you consider the applicant's primary talents or strengths?

What do you consider the applicant's chief weaknesses?

Discuss your perception of the applicant's potential in a professional environment following the completion of graduate work.

Comment on the applicant's interpersonal skills.

Provide any further remarks that you feel would aid the university in the evaluation of the applicant. Additional pages may be attached.

Please assess the applicant in the following areas:

	Excellent	Good	Average	Poor	Unable to Judge
Ability to learn					
Ability to work with others					
Decision-making skills					
Leadership potential					
Logical/analytical ability					
Mathematical ability					
Maturity					
Oral expression					
Perseverance toward goals					
Written expression					

Recommend enthusiastically

Signature: _____ Date: _____

Recommend

Name (print): _____

Recommend with reservation

Title and Department: _____

Not recommended

Employer: _____ Telephone: _____

Address: _____

Email Address: _____

Please mail directly to: **Dr. Michael H. Deis**
Clayton State University
Master of Business Administration
School of Business
2000 Clayton State Boulevard
Morrow, Ga 30260-0285