

# Reference Form

## Mannheim Part-Time MBA

### Applicant Details

Surname	First name	Date of birth
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### Instructions to Evaluator

- The person named above has applied to the Mannheim Part-Time MBA program (Master of Business Administration) at Mannheim Business School and nominated you as his or her referee. It would be of considerable help in assessing this candidate's suitability for the program, if you would fill in the information requested below.
- Mannheim Business School is Germany's leading business school and admits high-caliber candidates with the talent and potential to pursue a career in management. We recruit motivated and committed individuals from all over the world and deliberately select participants from a wide range of academic, cultural and professional backgrounds. As part of our admissions process we consider each candidate's intellectual ability, previous work experience and management potential. Other key criteria are: personal motivation, maturity, international experience, language skills and the ability to successfully work in international teams.

**01** How long have you known the candidate? In what context (nature and frequency of contact)?

**02** Please describe the personality of the candidate.

**03** Please evaluate the candidate on the following criteria:

	Outstanding (top 10 %)	Excellent (top 25 %)	Good (top 50 %)	Average (bottom 25 %)	Below average (bottom 10 %)	No information
Intellectual ability	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive/determination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**04** What are the candidate's principal strengths/talents?

**05** What are the candidate's weaknesses or areas that he or she needs to improve?

**06** What is your opinion on the candidate's motivation towards and suitability for a career in management?

**07** Do you think that the Mannheim Part-Time MBA will add to the applicant's ability to advance to a (higher) management position?

**08** May we contact you to discuss this evaluation with you?  Yes  No

### Evaluator details

Surname	First name
Job title/position	Organization
Street	Postal Code
Town	Country
Phone	Fax
E-mail	

Date \_\_\_\_\_ Signature and official company stamp (if existent) \_\_\_\_\_

Thank you for taking the time to complete the reference form.

Please return this form directly to the Admissions Office:

siebler@mannheim-business-school.com, or

Mannheim Business School gGmbH | Admissions Office | L 5, 6 | 68131 Mannheim | Germany



[www.mannheim-business-school.com](http://www.mannheim-business-school.com)

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