

# Reference Form

## Mannheim Executive MBA

### Applicant Details

Last Name	First name	Date of birth
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### Instructions to Evaluator

- The person named above has applied to the Mannheim Executive MBA program (Executive Master of Business Administration) at Mannheim Business School and has nominated you as his or her referee. It would be of considerable help in assessing this candidate's suitability for the Mannheim Executive MBA program, if you would kindly provide the information requested below.
- Mannheim Business School is Germany's leading business school and admits high-caliber candidates with the talent and potential to become effective management leaders in their chosen careers. We aim to recruit motivated and committed individuals from all over the world. Participants are deliberately selected from a wide range of academic, cultural and professional backgrounds. We consider each candidate's intellectual ability, previous work experience and management potential, as well as personal motivation and maturity, ability to work successfully in international project teams, international exposure, language skills and personal attributes.

**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 do you consider to be the candidate's principal strengths/talents?

05 What do you consider to be the candidate's weaknesses or areas that need to be improved?

06 What is your opinion of the candidate's motivation towards, and suitability for an executive management position?

07 Do you feel that the Mannheim Executive MBA program will add to the applicant's potential for managerial progression?

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

### Evaluator Details

Last Name	First name
Job title/position	Organization
Street	Postal Code
City	Country
Phone	Fax
E-mail	

Date

Signature and official company stamp (if existent)

Thank you in advance for your time and effort required to complete this letter of reference. Please send it directly to [info.emba@mannheim-business-school.com](mailto:info.emba@mannheim-business-school.com) without taking the candidate in copy to ensure confidentiality.



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

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