



MORAVIAN  
GRADUATE

Moravian College  
Graduate & Continuing Studies  
1200 Main Street  
Bethlehem, Pennsylvania 18018  
graduate@moravian.edu

## GRADUATE BUSINESS RECOMMENDATION STATEMENT

Please provide us with your candid evaluation of this individual's strengths and weaknesses in the following areas – business competencies, managerial competencies, and your assessment of the candidate's ability to be successful in our graduate program. Please use only this form and upload it to the link provided. Your recommendation statement will be considered in the evaluation of this candidate's application for admission. You may be contacted by someone from Moravian College Graduate & Continuing Studies about the applicant.

Your personal experience with the candidate provides a perspective we find valuable in our assessment of his or her application for admission. We value your personal and candid opinion of his or her potential as a leader. Thank you for taking the time to share your insights with us.

Applicant's Name:

Recommender's Name:

Position/Title:

Organization:

Telephone:

Email:

How long have you known the Applicant?

In what context have you known the Applicant?

What are the Applicant's particular strengths?

Please rate the Applicant along the following scale – Excellent, Superior, Distinguished, Fair, or Weak – by putting a check mark in the appropriate box next to the descriptive sentence. When rating the Applicant please consider the group of people you are rating him or her against. Please describe, on the line immediately below, that group of people to which you are comparing the Applicant.

**Your Assessment of the Applicant** \*\*\*Please only check one box per line\*\*\*

Inadequate Opportunity to Observe		Excellent (Top 5%)	Superior (Top 10%)	Distinguished (Top 25%)	Fair (Top 50%)	Weak (Lower 50%)
	Proficiency in use of technology, especially spreadsheets and word processing					
	Proficiency in quantitative or mathematical skills					
	Effectiveness in oral expression such as presentations and one-to-one communications					
	Effectiveness in written communication such as correspondence and reports					
	Performance or potential as a creative or innovative leader					
	Ethical, values-based behavior or inclination as a leader					
	Motivation and initiative in establishing goals					
	Perseverance in achieving goals					
	Ability to manage and achieve multiple tasks concurrently					
	Ability to analyze a situation, generate viable alternatives, and select an effective solution					
	Performance or potential as an effective team player					
	Flexibility and adaptability to change					
	Ability to create and communicate a vision					
	Overall performance or potential as a leader					
	Intellectual aptitude or potential					
	Productivity in independent work or projects					
	Overall potential for success in graduate business study					

What is your overall assessment of the Applicant as a candidate for a graduate business program?

Excellent (Top 5%)  
Fair (Top 50%)

Superior (Top 10%)  
Weak (Lower 50%)

Distinguished (Top 25%)

Type full name for  
valid signature:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_