



Executive MBA Application Appraisal Letter

Applicant's Full Name: (please print) _____

To the Applicant: If you agree to waive your right of access to this letter of appraisal and any accompanying statement, please sign the statement below.

In accordance with Section 438 of the General Education provisions Act (Title IV, P. 90-247, as amended), the undersigned hereby requests to waive "right of access" to confidential letters and statements submitted to the University of Houston pertaining to application for the Executive Degree Programs.

It is understood that the yielding of this "right of access" is a voluntary act on my part, and I will not be permitted to view or otherwise obtain the information I have noted above.

Signature: _____ Date: _____

PeopleSoft: _____ Date of Birth _____

To the Appraiser: The applicant who forwarded this form to you is applying for admission to one of our Executive MBA Programs. These programs are designed for individuals who are likely to move to higher positions of managerial or technical excellence in the future.

Your assessment of the candidate's capability to benefit from the Program and of his/her potential in management would be appreciated. Please be as specific as possible with your comments regarding the applicant's achievements. Your comments regarding this applicant will be held in confidence if the applicant has signed the waiver form on this page. Otherwise, we are required by federal law to permit admitted applicants to review the letter of appraisal if they so request. If you do not feel you can evaluate the candidate, please check the appropriate box under #7 and return the appraisal form. Thank you for your assistance.

PLEASE RETURN TO THE ADDRESS LISTED ON THE LAST PAGE OF THIS FORM.

Please feel free to contact us if you have any questions regarding this process.

1. Under what circumstances and how long have you known the applicant?

2. What do you consider the candidate's most outstanding abilities, skills or characteristics?

3. What are the candidate's chief liabilities or weaknesses?

4. How would you rate the candidate in the following areas?

	Superior	Above Average	Average	Below Average	Do Not Know
CAPABLE OF:					
Independent Thought and Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABLE TO ACHIEVE:					
Personal Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER ABILITIES:					
Intellectual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination and creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Expression	<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"/>

5. What examples of the candidate's leadership ability have you witnessed?

6. The Admissions Committee would appreciate any additional comments you would like to make concerning the applicant's intellectual capacity, ability to work with others, administrative ability, imagination and creativity.

7. _____ I strongly recommend _____ I recommend with some reservations
_____ I recommend _____ I do not recommend
_____ I do not feel that I can adequately evaluate this candidate

Name (please print): _____ Organization: _____

Position/Title: _____ Telephone Number: _____

Address: _____

Signature: _____

Please either e-mail this endorsement form to emba@uh.edu, fax to (713) 743-4706 or mail to:

Executive Degree Programs
Bauer College of Business
334 Melcher Hall, Suite 330
Houston, TX 77204-6021