# Executive MBA Programme

# Reykjavik UniversityIntake for Fall 2016

## Letter of Recommendation

Applicant’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Your name:**  |  |
| **Organization:** |  |
| **Title:**  |  |
| **Telephone:**  |  |
| **e-mail:** |  |

***For the recommender:***

*The person above has applied to the Reykjavik University MBA program, which is an intensive two-year management program with a focus on leadership development.*

*The selection of the students for the program is based on an independent evaluation of the Admissions Committee. We evaluate all parts of the application and specifically we evaluate applicants on intellectual vitality, leadership potential and personal qualities and contributions. An important goal in the admission process is to create a group with diverse educational backgrounds and work experience.*

*The recommendation letter is a vital part of the evaluation process and your perspective is important. Please use detailed descriptions, candid anecdotes and specific examples that highlight the applicant’s behavior and impact on those around him or her.*

*The recommendation letter can either be in Icelandic or English.*

*The Admissions Committee would like to thank you for taking the time to prepare this recommendation. All information provided will remain confidential and will not be released to the applicant.*

1. How long, and in what capacity have you known the applicant?
2. What do you consider the applicant’s three principal strengths?
3. What do you consider the applicant’s main weakness?
4. Please give specific examples where the applicant has demonstrated leadership skills
5. Please discuss observations you have made concerning the applicant’s team skills
6. Please evaluate the candidate in the categories listed below. Where possible, appraisals should be made in comparison with the abilities of the applicant’s peers.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | No information | Below Average | Average (Top 50%) | Good (Top 25%) | Excellent (Top 15%) | Outstanding (Top 5%) |
| Leadership skills |  |  |  |  |  |  |
| Self-confidence |  |  |  |  |  |  |
| Maturity |  |  |  |  |  |  |
| Integrity/honesty |  |  |  |  |  |  |
| Imagination and creativity |  |  |  |  |  |  |
| Motivation |  |  |  |  |  |  |
| Task/Time Management |  |  |  |  |  |  |
| Analytical ability |  |  |  |  |  |  |
| Initiative |  |  |  |  |  |  |
| Teamwork skills |  |  |  |  |  |  |
| Listening skills |  |  |  |  |  |  |
| Speaking skills |  |  |  |  |  |  |

1. Overall impression of applicant:
* Outstanding candidate (top 5%)
* Strong candidate (top 15%)
* Average candidate (top 50%)
* Below average candidate (bottom 50%)
1. What should the Admissions Committee know about the applicant (positive or negative) that has not been captured in this letter?

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* After you have signed your name across the seal on the flap of the envelope, please send the completed reference form to:

Reykjavik University

MBA Program

Menntavegur 1

101 Reykjavík

Iceland

We accept the recommendation letter electronically if it is signed, scanned and sent directly from the email of the person who signed it.

*If you have any questions in regards to this letter, please us at* *mba@ru.is*

*The Admissions Committee would like to thank you for taking the time to prepare this recommendation. All information provided will remain confidential and will not be released to the applicant.*