

Welcome, Mr. /Mrs. \_\_\_\_\_ (The name of your referrer)

Thank you for using our reference form. \_\_\_\_\_ (The name of applicant) has been requested file a recommendation to the school for the HKUST MBA program. The applicant is well aware that the feedback you provide will be part of the assessment criteria to his/her application and he/she:

- Waived the right to access this report.
- Reserved the right to access this report during the admissions process upon written request.

Your candid and honest appraisal is extremely valuable. We greatly appreciate your participation in this process. Please feel free to contact us at [applymba@ust.hk](mailto:applymba@ust.hk) if you have any questions.

### Referee Information

Salutation:
Name:
Position/Title:
Company:
Industry:
Email:
Relationship with applicant:
Have known applicant since:
Are/Were you the direct supervisor of applicant?

### Potential Assessment

Please evaluate the applicant using the following scale in relation to others in a similar capacity:

Traits/Quality	Definition	Exceptional (Top 5%)	Outstanding (Top 10%)	Good (Top 25%)	Average (Top 50%)	Below Average (Bottom 50%)	Poor (Bottom 20%)
Communication & Interpersonal Skills	Speaks, writes and comprehends effectively to develop mutual understanding; Ability to build rapport and create a positive impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/ Proactive Mentality	Enthusiasm and determination to achieve success; Willingness to take actions in anticipation of future problems, needs or changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-awareness	Knows and understands oneself; Conscious of one's own character, abilities, motives, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility/ Openness	Readiness to respond and adapt to different circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Ability	Ability to inspire, guide and influence others to accomplish group goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results Orientation	Strong focus on goals to be achieved, and able to overcome obstacles to create solid results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Thinking	Ability to see the bigger picture and come up with business solutions with strong insights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	Ability to work collectively and build mutually respectful partnerships with a group of people to achieve team goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Recommendation

I  strongly recommend  recommend  recommend with reservations  do not recommend this applicant to be admitted to the HKUST MBA Program.

**Reason for recommendation**

**Declaration**

I understand that the above information will be used for the purpose of HKUST MBA Program admissions.

I certify that this recommendation was entirely completed by me according to my best knowledge.

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