APPLICANT INSTRUCTIONS

Each recommender must complete a recommendation letter and send an electronic or hard copy directly to the College of Business at West Texas A&M University.

If your recommender plans to complete a hard copy of the recommendation form, please provide them with a pre-addressed, stamped envelope that can be sent directly to:

Office of Graduate Business Programs
College of Business
WTAMU Box 60809
Canyon, TX 79016

Electronic copies of the recommendation form can be sent to gradbusprograms@wtamu.edu

APPLICANT INFORMATION

Name: _____
　　　　　　Last Name　　　　　　First　　　　　　　Middle

Address: _____

Email: _____

APPLICANT WAIVER OF RIGHT TO ACCESS

Please check one of the following:

◯ I hereby waive the right to access this letter of recommendation. I acknowledge that the letter will be maintained in confidentiality as a part of my admissions file.

◯ I do not waive my right to access this letter of recommendation.

Signature: _____

Date: _____

INSTRUCTIONS TO EVALUATOR

Section I

Please answer the following three questions about the applicant. You may include a supplemental letter with this recommendation form.

1. How long and in what context have you known the applicant?

2. What are the greatest strengths of the applicant that will help him/her be successful in their pursuit of a graduate degree?

3. What are the areas in which the applicant needs the most improvement as they continue in their career?

Section II

Please give the applicants a rating on the following characteristics. Please check one of the boxes for each characteristic.

	Excellent	Good	Average	Below Average	Unable to Rate
Self-motivation	◯	◯	◯	◯	◯
Integrity	◯	◯	◯	◯	◯
Written Communication Skills	◯	◯	◯	◯	◯
Oral Communication Skills	◯	◯	◯	◯	◯
Interpersonal Skills	◯	◯	◯	◯	◯
Maturity	◯	◯	◯	◯	◯
Overall Evaluation	◯	◯	◯	◯	◯

EVALUATOR INFORMATION

Name: _____

       Last Name   First   Middle

Address: _____

Email: _____