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**Instructions for the candidate**

Please write your name at the top of this form and hand it in to the person who endorses his or her letter of recommendation. Present the form in a closed envelope at the front desk of the Business School. The application must be completed and properly signed together with all the due paper work.

**Instructions for the recommender**

We wish to know your opinion of the candidate applying for the Business School at UFM. Your input on his or her managerial abilities as well as his or her personal qualities will be appreciated. The questions refer to skills on leadership, group work, critical analysis, responsibility, self-improvement, social ease and managerial potential.

Please feel free to add any pertinent comments to your answers. We want to make sure the right choice is made regarding this candidate’s admission to the program.

When finished, please hand this form to the applicant in a closed envelope. He or she will latter present it to the Board of Admissions, Business School and Universidad Francisco Marroquín.

We appreciate your time and collaboration.

**Name of the candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How long have you known the applicant? What is your relation with him or her?**

**What strengths do you consider the candidate has in order to be a good manager?**

**What qualities can he or she improve?**

**What qualities make the applicant a good team worker? Could you name an example?**

**What characteristics show the applicant has good leadership skills?**

**How has the candidate demonstrated the will for self-improvement in the past?**

**Summarize your opinion according to the following criteria:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Poor** | **Average** | **Good** | **Excellent** |
| **Leadership Potential**  |  |  |  |  |
| **Organization Skills** |  |  |  |  |
| **Team Work** |  |  |  |  |
| **Maturity** |  |  |  |  |
| **Self Confidence**  |  |  |  |  |
| **Creativity** |  |  |  |  |

**Additional Comments: Anything additional you consider the Admissions Board should know about the candidate, please include it in the space below.**

**Your Name:**

**Business:**

**Position:**

**Contact Phone:**

**Contact E-Mail:**

**Date:**

**Signature:**

