

# Business Reference for Admission (Referee Form)

Please email this form together with your reference letter to the Faculty of Business: [ssq@fb.athabascau.ca](mailto:ssq@fb.athabascau.ca)

## Name of Applicant

LAST

FIRST

## Title/Position

## Company

The above-named person has applied for entry into Athabasca University's Doctorate in Business Administration (DBA) program. Please provide your candid assessment of the applicant. You should know this person quite well to be able to fairly and accurately evaluate his/her fitness for this program as well as their ability to undertake graduate level studies. Please respond to the following questions and add any observations or comments that you think are relevant to this applicant's goal to obtain a doctoral business degree.

## Name of Referee

LAST

FIRST

## Title/Position

## Company

## Work Address

NUMBER

STREET

CITY

PROVINCE/STATE

POSTAL CODE/ZIP

COUNTRY

## Telephone

## Fax Number

## E-mail

## Evaluation Questions

Please evaluate the applicant along the following dimensions, against others you know who are in a similar capacity.

	Excellent (top 10%)	Good (top 20%)	Average (top 50%)	Below Average	Not Known
Scholarly promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical and evaluative skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantitative skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills (eg, time management, task completion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English proficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach your letter of reference to provide further information on the following:

- the length of time and the capacity in which you have known the applicant;
- the applicant's professional and managerial responsibilities and experiences;
- the applicant's strengths and weaknesses in relation to the dimensions listed in the above table and how improvements can be made (provide examples);
- additional comments you have regarding the applicant's suitability for doctoral studies.

## Declaration

I  Strongly recommend  Recommend  Recommend with reservations  Do not recommend

that this applicant be admitted to Athabasca University's Graduate Management Programs.

Signature of Referee

Date

In accordance with the FOIP Act, the information contained in letters of reference is NOT considered confidential. The applicant may, upon request, view your letter.