



Cornell University
The Johnson School

Johnson School at Cornell University

Letter of Evaluation Form

Name: _____ is applying for admission to the MBA at The Johnson School at Cornell University. Action on this application by the admission committee will be based on an evaluation of the applicant's capacity for intensive professional graduate study and his or her potential for professional success. Evaluators are encouraged to provide candid evaluations. Applicants will not be given access to their evaluations. Only the admission committee will have access to this information and once the admissions process is complete, evaluations will be destroyed. The Johnson school may contact the evaluators for verification of information or for additional information regarding the candidate.

By submitting this evaluation, I attest that the information contained in this evaluation is my own work and was in no way crafted by anybody other than myself.

Signature: _____ Date: _____

Name: _____

Title : _____

Organization Name: _____

City State or Province zip or postal code country (if not U.S.A).

Telephone: _____ E-mail: _____

Questions for evaluation: (please use your own letterhead stationery.)

1. How long have you known the applicant?
2. In what capacity have you known the applicant? Please be specific.
3. What are the applicant's most outstanding abilities or characteristics?
4. What are the applicant's most noticeable weaknesses?
5. What impact has the applicant had on the organization in which s/he works?
6. Please comment on the applicant's personal and professional integrity.

Please give us your appraisal of the applicant in terms of the traits listed below. Please compare the applicant with others whom you know to have applied to graduate school or with individuals in your organization who are being groomed for position in senior management.

| | Not Observed | Below Average Bottom 25% | Average Middle 50% | Very Good Top 20% | Excellent Top 10% | Outstanding Top 2% |
|---|---------------------|---------------------------------|---------------------------|--------------------------|--------------------------|---------------------------|
| Leadership ability | | | | | | |
| Persistence & Drive | | | | | | |
| Ability to work with others | | | | | | |
| Confidence | | | | | | |
| Flexibility | | | | | | |
| Professional Maturity | | | | | | |
| Poise | | | | | | |
| Goal orientation | | | | | | |
| Ability to complete projects & deadlines | | | | | | |
| Analyze problems& formulate solutions | | | | | | |
| Oral communication skills | | | | | | |
| Written communication skills | | | | | | |
| Interpersonal skills | | | | | | |
| Overall rating of applicant | | | | | | |

Please give examples of the applicant's performance for any "Top 2%" rating from the table.

Please provide us with any additional information you may have about the applicant.