**NOTE TO THE CANDIDATE:**

*Two references are mandatory.*

*References should come from the workplace, current or past, from someone who has had a chance to evaluate you in a work setting.*

*When supported by an organization (with time and/or tuition fee), one reference should come from your manager, senior manager or HR.*

*Proprietors or principals of a company should provide a reference from a co-founder, partner, or board member.*

*A third reference from an SSE MBA alum is optional.*

*Please note that references from relatives are not recommended.*

*Please fill in your personal data in the form below and give it to the person who will complete this form for you.*

*Return the recommendation letter in a sealed envelope or it could be E-mailed by the referee to SSE MBA admission committee:* *emba-gm@sserussia.org**.*

***Confidential***

# LETTER OF RECOMMENDATION

SURNAME OF THE CANDIDATE: NAME:

DATE OF BIRTH:

NOTE TO REFEREE:

The above-named person is applying for admission to the Executive MBA Programme at the Stockholm School of Economics in Russia (SSE Russia). SSE Russia would be thankful if you could provide an assessment of the candidate as outlined below. All information will be treated in strict confidence. Please return this form to the candidate in a sealed envelope with your signature across the seal or it could be E-mailed by the referee to SSE MBA admission committee: emba-gm@sserussia.org. We appreciate you taking your time to prepare this evaluation and thank you for helping us in the admissions process.

*Please give us your appraisal of the applicant in terms of the qualities listed below.*

1. **REFEREE OR REPRESENTING THE SUPPORTING ORGANIZATION?**

**What type of referee are you? Choose the appropriate field.**

|  |  |
| --- | --- |
| Applicant's manager, senior manager or HR in supporting organization (supporting with time and/or financing) | ⃝ |
| Co-founder, partner or board member in supporting organization (supporting with time and/or financing) | ⃝ |
| Manager, colleague or client from current or past workplace | ⃝ |
| Alum, not representing supporting organization | ⃝ |

1. **INFORMATION ABOUT THE APPLICANT**

Information is important for us when evaluating the applicant’s suitability for SSE MBA Executive format at Stockholm School of Economics. We would therefore be very grateful for your candid comments.

|  |  |
| --- | --- |
| **How long have you known the applicant and in which capacity?** |  |
| **What are the applicant’s three primary strengths and talents? Please provide examples.** |  |
| **In what areas does the applicant need to grow or improve?** |  |
| **If you have had the opportunity to provide the applicant with the constructive feedback, please tell us the applicant’s response to it.** |  |

**3. Interpersonal skills to be rated:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Very poor | Poor | Fair | Good | Very good | Excellent  | Exceptional | n/a |
| Ability to establish and maintain relationships |  |  |  |  |  |  |  |  |
| Ability to work with colleagues |  |  |  |  |  |  |  |  |
| Ability to work with supervisors |  |  |  |  |  |  |  |  |
| Ability to work with subordinates |  |  |  |  |  |  |  |  |
| Ability to work in a team environment |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Any other information on the applicant useful for the Admission Board? |  |

**4. If you are:**

* Applicant's manager, senior manager or HR in supporting organization (supporting with time and/or financing)

and

* Co-founder, partner or board member in supporting organization (supporting with time and/or financing)

**please fill in the following items too.**

**CONFIRMATION OF SUPPORT**

If you are the applicant’s manager, HR, co-founder, partner, board member or otherwise representing the applicant’s supporting organization here is where you formally consent to the applicant’s commitment to the SSE EMBA program and show your support.

|  |  |
| --- | --- |
| What do you and/or the organization expect to gain by supporting the candidate pursuing the SSE EMBA? |  |

|  |  |
| --- | --- |
| What is the organization’s plan for the candidate during and after completion of the program? |  |

|  |  |  |
| --- | --- | --- |
| The organization is aware of that the program requires applicant’s full-time applicant’s attendance during the thirteen scheduled program weeks when enrolled. | Yes ⃝ | No ⃝ |
| The organization is financing the program fee. | Yes ⃝ | No ⃝ |
| The organization is aware of that cost for travel, food and accommodation are not included in the program fee. *The fee includes tuition, literature and teaching material. Additional expenses related to travel, food, accommodation or other boarding expenses are not included and should be covered by the organization or by the applicant.* | Yes ⃝ | No ⃝ |

**Name of the person completing this form** (*please print*):

Position/title:

Organisation:

Address:

E-mail:

Telephone (including the codes)

Signature: …………………………………………… Date: …………………………………………………..