

## PROFESSIONAL REFERENCE FORM (CONFIDENTIAL)

**Bases of Evaluation:**

It is critically important that you know the candidate professionally or otherwise we sincerely appreciate if you could kindly interview the candidate before filling the reference form.

### GCU MBA PROGRAMME

**Note to Candidate:** Please print or write clearly your name and programme name below. Deliver this form to your Professional Referee. After it has been completed by the referee, submit it with the rest of the application material.

Full Name ( as appears in your ID): .....Date of Birth.....

Programme Applied for: .....Date:.....

**Note to Referee:** The person whose name appears above is applying for admission to the MBA programme at Management Studies Department, G.C. University, Lahore.

Your assessment of the applicant would be of assistance to the Admissions Committee. The questions posed below provide a framework for the type of evaluation the Committee seeks, but this form is for your convenience only and we welcome your comments in any format you find suitable. We are aware that a thorough evaluation of the candidate entails considerable time and effort on your part. In light of this, we assure you that your generous assistance in giving this appraisal is not only helpful, but greatly appreciated. We will not normally invite the candidate to interview until we have received this reference form.

**Please print and write clearly and enclose it in an envelope. Seal and sign the envelope and return it to the applicant for inclusion with the application.**

Name of Referee:  
 .....

Organisation:  
 .....

Job Title:  
 .....

Address  
 .....  
 .....

Telephone: ..... Fax.....E-mail .....

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

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2. Discuss the applicant's competence in his or her area of responsibility. What do you consider to be his or her talents or strengths as a Management Expert?

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3. Please give us your appraisal of the applicant in terms of the qualities listed below by checking the appropriate boxes.

	Excellent	Good	Average	Poor	Unobserved
Intellectual ability					
Ability to work with others					
Didactic ability					
Competence in job area					
Knowledge of English					
Motivation					

4. Please comment on the ratings that you have assigned in # 3 and make any additional statements about the applicant's record, potential or personal qualities that you believe would be helpful to the Admissions Committee when evaluating the applicant's candidacy.

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Signature of Referee.....Date.....

THANK YOU FOR GIVING YOUR TIME TO COMPLETE THIS PROFESSIONAL REFERENCE FORM