LEWIS UNIVERSITY
LEWIS GRADUATE SCHOOL OF MANAGEMENT
ONE UNIVERSITY PARKWAY UNIT 435
ROMEOVILLE, IL 60446-2200

PROFESSIONAL EVALUATION FORM
Please type/print clearly. (Please complete and return this form. You may also include a written letter if desired)

NAME OF APPLICANT__________________________________

TO THE PERSON COMPLETING THIS FORM
The person whose name appears above is applying for admission to a Lewis University Graduate School of Management program. Your assessment of this applicant will be very helpful to the admission process. In consideration of this applicant, we will place particular emphasis on your comments. The following questions suggest the type of information we have found helpful in the past, but we welcome your assessment of the applicant in any format you consider most useful. We request that you be as specific and candid as possible. In compliance with Section 504 of the Rehabilitation Act of 1973, those providing evaluation letters are asked not to refer directly or indirectly to the applicant’s handicap or physical disability.

Since the application for admission will not be considered until this form has been received, we request that the evaluation be given your prompt attention. We realize the time and effort that is involved in the preparation of this evaluation and greatly appreciate your assistance and interest. Feel free to use extra sheets if necessary. Please retain a copy of this form for your records.

Please return this form directly to the Lewis University Graduate School of Management by mail at the address listed above, by fax (815-838-3330), or by email (gsm@lewisu.edu).

Your full name:______________________________________
Please print

Position/Title:______________________________________

Organization:______________________________________

Address:___________________________________________

Work telephone: ___________________ E-mail address:______

How long have you known the applicant?

Under what circumstances do you know the applicant?

In evaluating the applicant, what reference group is your basis for comparison (e.g., non-management professionals, middle managers, senior managers, student)?

(Continued on next page)
Lewis has a rigorous, competitive academic environment. Relative to the applicant’s group, please rate him or her on the following characteristics:

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Truly Superior 95 – 100%</th>
<th>Excellent 90 – 94%</th>
<th>Good 75 – 89%</th>
<th>Average 50 – 74%</th>
<th>Below Average 0 – 49%</th>
<th>No Basis for Judgment</th>
</tr>
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<tbody>
<tr>
<td>Intellectual ability</td>
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<td>Motivation</td>
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<td>Emotional Maturity</td>
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<td>Self-discipline</td>
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<td>Self-confidence</td>
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Relative to the applicant’s reference group, please rate his or her ability to perform the following functions:

<table>
<thead>
<tr>
<th>Function</th>
<th>Truly Superior 95 – 100%</th>
<th>Excellent 90 – 94%</th>
<th>Good 75 – 89%</th>
<th>Above Average 50 – 74%</th>
<th>Below Average 0 – 49%</th>
<th>No Basis for Judgment</th>
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<tr>
<td>Communicate effectively in writing</td>
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<td>Communicate effectively orally</td>
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<td>Analyze problems and formulate solutions</td>
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<td>Assume leadership</td>
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<td>Work with others</td>
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</table>

Are you aware of any circumstance or condition that would lead you to believe the applicant might not succeed academically?

☐ Yes ☐ No If yes, please explain.

Have you ever had any reason to question the applicant’s honesty or integrity?

☐ Yes ☐ No If yes, please explain.

Please assess the applicant’s managerial potential. If applicable, include specific future career options in your organization.

Please assess the applicant’s ability to work in teams.

Does the applicant possess any characteristics that you consider to be special talents or strengths?

In what areas can the applicant improve?

If the applicant is an international student, how well does he or she speak, write, and understand English?

Please provide any other comments that you think would help us evaluate the leadership potential of this applicant (you may use a separate sheet if you prefer):

Please provide us with an overall rating:

☐ Strongly recommend ☐ Recommend ☐ Recommend with reservations ☐ Do not recommend

Signature ___________________________ Date ________________