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IDB

IU-IDB MBA
A Defense-Focused Global MBA

PROFESSIONAL WORK EVALUATION

This is the first of a three page evaluation form and must be included with the completed application package.

APPLICANT INSTRUCTIONS

- 1) Complete the waiver below. (Note: Evaluation forms without the applicant's consent below may be weighed differently during the application review process.)
- 2) Address an envelope with your respective service/agency point of contact's information
- 3) Request an individual in your chain of command or supervision to complete pages two and three of this evaluation form
- 4) Provide pages two and three and preaddressed envelope to your selected evaluator for them to complete and forward to the appropriate point of contact

WAIVER – TO BE COMPLETED BY APPLICANT

Applicant's Name _____

The Family Educational Rights and Privacy Act of 1974 entitles students to have access to letters of evaluation that are part of the student's application and are retained in the files at Indiana University. The law also permits the applicant to sign a waiver relinquishing rights to inspect letters of evaluation.

The applicant's signature below constitutes a waiver; if there is no signature, once the student is admitted and begins the program, they will be allowed to review.

If admitted to the IU-IDB MBA program, I waive my right to inspect the letter of evaluation below.

Signature _____ Date _____

Applicant's Name: _____

EVALUATOR INSTRUCTIONS

The individual named above is applying for admission to the IU-IDB MBA Program. The applicant's package cannot be fully considered without this form. If you are unable to complete this evaluation for any reason, please return this form so that the applicant can locate a different evaluator. Admission to the IU-IDB MBA program is highly selective. Once you have completed this form, please mail it in the envelope provided.

If the waiver on page one is not signed the applicant reserves the right to request a copy of this form. Evaluations with signed waivers may carry more weight during the application review process. Your interest in this candidate and assistance in the admission process are greatly appreciated.

EVALUATION

How long have you known the applicant?

In what capacity have you known the applicant?

Please indicate the applicant's skill and talent level for each of the following:

B= Below Average A=Average AA=Above Average O=Outstanding E=Exceptional U=Unknown

General Ability	_____
Leadership	_____
Creativity in Workplace	_____
Analytical Proficiency	_____
Initiative	_____
Communication Skills	_____
Candor	_____
Maturity Level	_____
Ability to be a "Team Player"	_____
Judgment	_____

Applicant's Name: _____

Please type or write a short but detailed response to the following questions:

How do you think an MBA degree will contribute to this candidate's career progress?

What do you consider to be the outstanding talents or strengths of this candidate?

What characteristics related to work do you consider in need of improvement?

I understand that the applicant may have access to this information unless the waiver on the first page of this form indicates otherwise.

Evaluator's Signature _____ Date _____

Name (type or print) _____

Title _____

Company _____

Address _____

City _____ State _____ Zip _____