

**A Guide for the References of candidates for the MBA Program “Global Business and Sustainability”
Università Cattolica, Milan Campus - ALTIS**

Name of Candidate (first & last name) _____

Delivery:

Return this completed form to the candidate in a sealed envelope. Please sign the back of the envelope.

Your letter of recommendation is a vital part of assessing the applicant’s suitability for the chosen MBA Program.
ALTIS recommends that you base your evaluation on the factors listed below:

Capabilities

The intellectual capability and the maturity of judgment of the candidate

The candidate's most revealing qualities

Motivation

The drive necessary for a sustained commitment to this course of study

The extent to which family, colleagues, and employers are likely to be supportive of this undertaking

Appropriateness

Current placement of the applicant in the management hierarchy (top, middle, or lower)

Likelihood that the applicant will rise in management ranks

You may comment on any or all of the above factors according to your perspective on the applicant. Please be as specific as possible.

In addition please state for how long you have known the candidate and how you met him/her.

Please give an example of a situation where the candidate demonstrated any of the following characteristics

	Example
Ability to work in groups	
Ability to debate	
Ability to take advantage of opportunities	
Commitment to goals / Determination in completing projects	
Communication skills	
Leadership skills	
Ability to take risks	
Creativity	
Intellectual ability	
Development potential / Potential to grow	

Date: _____

First and Last Name of the Reference (print): _____

Position: _____

Company/University: _____

Telephone: _____ Fax: _____

E-Mail: _____

Address (Street, City, Province/State, Postal Code, State): _____

INFORMATION

For further information about ALTIS' application for admission, please contact us at +39 0248517156 or altis@unicatt.it