Letter of Recommendation

For applicants applying to SAIM College’s BBA Program.

Name of Applicant: ________________________________________________________________
First                      Middle                      Family

Your Assessment of the Applicant

As an assessment of the applicants to the BBA Program, we would like to ask you to fill out this form. This completed assessment form serves as your recommendation letter for the applicant. The applicant should include your completed assessment form in a sealed envelope with his/her application. Please note that your assessment is an essential component of the application process of the applicant. Lack of referee comments will result in disqualification of the application.

Name of Evaluator: ________________________________________________________________

Position/Title: ________________________________________________________________

Organization: ________________________________________________________________

Address: ________________________________________________________________
___________________________________________________________________________

How long have you known the applicant? ___________ Years
_____________ Months

What is your relationship with the applicant?

Immediate supervisor at work
Research supervisor
Head of department/division/school
Employer
Teacher
Other capacity__________________(please specify)
Please evaluate the applicant in terms of the following criteria.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Cannot make a sound judgement</th>
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<tbody>
<tr>
<td>Academic Performance</td>
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<td>Commitment</td>
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<td>Communication Skills</td>
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<td>Maturity</td>
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<td>Intellectual ability</td>
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<td>Self-discipline</td>
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<td>Aptitude for Management Study</td>
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General comment about the applicant: (please highlight the strongest and weakest points of the applicant)

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Do you recommend the applicant for admission to pursue the BBA program?

- Strongly recommend
- Recommend
- Recommend with reservation
- Do not recommend

Evaluator’s Signature___________________________    Date_____________