

Reference for applicant

The Henley MBA (Flexible Executive)

For completion by the applicant

Please complete this section and send this form to the referee.

Title (Mr/Mrs/Ms/Miss/other)		Surname (Family name)	
Forenames (in full)			
Please indicate which programme you are applying for:	<input type="checkbox"/> The Henley MBA (Flexible Executive)		

For completion by the referee

The person named above has applied to Henley Business School for the postgraduate programme and details are in our brochure and on our website, <http://www.reading.edu.my/learn/the-henley-mba>.

As a nominated referee, please assist us in reviewing their suitability for the programme by completing all of the questions on this reference form.

Section 1 Relationship

How long have you known the applicant, and in what connection?	
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Section 2 Academic/business ability

If you have experience of the applicant in an academic environment, please answer **question 2.1**.

If you have experience of the applicant in a work environment or business environment, please answer **question 2.2**.

2.1 How do you rate the applicant's academic ability? Do you consider any qualifications achieved accurately reflect his/her ability? If he/she is about to take any further examinations, what results do you think will be achieved?	
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2.2 How do you rate the applicant's management ability? Please describe a situation in which you could evaluate the applicant's abilities and/or potential.	
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Section 3 Qualities

Please rate the applicant on the qualities below:	Unobserved	Poor	Average	Good	Exceptional
Intellectual ability The power to grasp concepts and to reason analytically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision-making ability The ability to take decisions on strategic rather than operational issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management ability The ability to organise himself/herself and others and get things done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial management The ability to manage finances and meet financial targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance management The ability to manage and enhance the performance of people, processes or technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social skills The ability to get on with people; poise and ease in varied situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Influencing skills The ability to influence others to achieve results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-cultural awareness Ability to work with people from other cultures to achieve results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4 Strengths and weaknesses

4.1 Does the applicant have any weaknesses or areas in need of improvement which may influence his/her studies on a postgraduate management programme?	
4.2 Do you believe the applicant would benefit from a postgraduate management programme, if accepted?	<input type="checkbox"/> Don't know <input type="checkbox"/> Yes <input type="checkbox"/> Unlikely <input type="checkbox"/> Very much so <input type="checkbox"/> Probably

Section 5 Language ability

If the applicant's first language is not English, please rate their abilities on the criteria below:	Extremely limited	Moderately limited	Good – proficient	Very good – expert
Spoken English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening / comprehension of English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 6 To the referee

Please complete this section with your own contact details, and sign to authenticate your reference:

6.1 Name		6.2 Position	
6.3 Company		6.4 Address	

6.5 Telephone			
6.6 Email			
Signature		Date	

Once you have completed this form, please send back to the applicant.