

# Doctoral Applicant Recommendation

## To the Applicant—Complete this Section

Complete the information requested below in this section and deliver this form to a person who will write your recommendation. Also deliver a stamped number 10 envelope addressed to the Admissions Committee, Doctoral Program, Lubin School of Business, Pace University, 163 William Street, 16<sup>th</sup> Floor, New York, NY 10038–1598.

Name of Applicant \_\_\_\_\_  
Last First Middle

If you will be sending or requesting documents under any other name, please indicate that name \_\_\_\_\_

I authorize the recommender to provide a candid evaluation and all relevant information to the Doctoral Program of Pace University. Under present federal law, an enrolled or former student has, with certain exceptions, access to all education records in his or her permanent file. I hereby waive my rights of access to this recommendation under the Family Educational Rights and Privacy Act of 1974.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Signature

## To the Recommender—Thank you for your time and effort

The person named above has applied for admission to the Doctoral Program of Pace University. Your candid assessment of the applicant is vital to our admissions decision. Thank you for the significant time and effort you will expend and for sharing your candid and thoughtful insights with us.

The mission of the Doctoral Program in Business for Executives is to enable successful business managers and professionals to either extend their business careers or pursue academic careers by infusing them with theoretical knowledge to conceptually understand business issues and by developing their research skills to analyze business problems and create new knowledge.

Please supply the information below, complete the assessment grid on page 2, and use additional pages to respond to the questions below the grid.

**Do not return the completed recommendation to the applicant.** You may send it to us in either of two ways.

- Create a PDF file of the recommendation and attach it to an email sent to [DPS.business@pace.edu](mailto:DPS.business@pace.edu).
- Mail this recommendation directly to the Admissions Committee, Doctoral Program, Lubin School of Business, Pace University, 163 William Street, 16<sup>th</sup> Floor, New York, NY 10038–1598.

Recommender's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Recommender's Name (Please Print) \_\_\_\_\_

Position or Title \_\_\_\_\_ Organizational Unit \_\_\_\_\_

Firm or School \_\_\_\_\_ Email address \_\_\_\_\_

Office Address \_\_\_\_\_ Home Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_

\_\_\_\_\_ Office Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_

## Doctoral Applicant Assessment Grid

Please assess the applicant on the qualities listed below. Although the doctoral program seeks fully qualified students, it recognizes that most applicants have both strengths and weaknesses. Compare the applicant with others you have known who have earned MBA degrees or were top performing men and women in their professional peer group. Check or "x" the appropriate column of each attribute.

	Exceptional Top 2%	Outstanding Top 5%	Excellent Top 15%	Good Top 33%	Average Middle 33%	Below Average Bottom 33 %	Cannot Evaluate
Breadth of business knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgmental capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and imagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inquisitiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral expression ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written expression ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantitative capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal computer skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career success to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for doctoral work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please address the following questions on additional pages. You may identify your responses by question numbers; you need not repeat the questions.

1. How long have you known the applicant? What was/is your relationship with the applicant? Comment on the frequency and context of your interaction during that period. If the applicant was a student in courses you taught, list course number(s), title(s), and semester(s).
2. Elaborate on the ratings you provided in the assessment grid for *Conceptual and Analytical Ability*. Please describe specific instances or situations that demonstrate your assessment.
3. Elaborate on the ratings you provided in the assessment grid for *Initiative and Independence*. Please describe specific instances or situations that demonstrate them.
4. Elaborate on the ratings you provided in the assessment grid for *Drive and Motivation*. Please describe specific instances or situations that demonstrate them.
5. What factors have limited the applicant's career advancement over the past five years? Please describe specific instances or situations that demonstrate them.
6. Why do you believe this applicant will successfully complete a Doctoral Program in Business?
7. Provide any additional information that you believe would be helpful to the Doctoral Program in considering this applicant.