

# Reference for applicant

## The Henley MBA

Master of Business Administration / Postgraduate Diploma in Management

### For completion by the applicant

Please complete this section and send this form to the referee enclosing an envelope addressed to yourself.

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 Full-time MBA <input type="checkbox"/> The Henley Executive MBA <input type="checkbox"/> The Henley Executive MBA (Construction Enterprise) <input type="checkbox"/> The Henley Executive MBA (Corporate Finance) <input type="checkbox"/> The Henley Executive MBA (Real Estate) <input type="checkbox"/> The Henley MBA by Flexible Learning <input type="checkbox"/> The Henley MBA (Project Management) by Flexible Learning <input type="checkbox"/> The Henley Postgraduate Diploma in Management		

### For completion by the referee

The person named above has applied to Henley Business School for the postgraduate programme detailed therein. 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
<b>Intellectual ability</b> The power to grasp concepts and to reason analytically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Decision-making ability</b> 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"/>
<b>Management ability</b> 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"/>
<b>Financial management</b> The ability to manage finances and meet financial targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Performance management</b> 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"/>
<b>Social skills</b> 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"/>
<b>Influencing skills</b> The ability to influence others to achieve results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Multi-cultural awareness</b> 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

<b>4.1</b> Does the applicant have any weaknesses or areas in need of improvement which may influence his/her studies on a postgraduate management programme?	
<b>4.2</b> 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
<b>Spoken English</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Written English</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Listening / comprehension of English</b>	<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:

<b>6.1</b> Name		<b>6.2</b> Position	
<b>6.3</b> Company		<b>6.4</b> Address	
<b>6.5</b> Telephone			
<b>6.6</b> Email			
<b>Signature</b>		<b>Date</b>	

Once you have completed this form, please seal in an envelope and sign across the seal and then return to applicant. Thank you.