

A GUIDE FOR APPRAISERS OF APPLICANTS TO SIMON FRASER UNIVERSITY'S GRADUATE PROGRAMS



SFU BUSINESS
SIMON FRASER
UNIVERSITY

Your letter of recommendation is a vital part of assessing the applicant's suitability for the chosen Graduate Program. The Admissions Committee recommends that you base your evaluation of the applicant on the factors listed below:

Capacity

- The intellectual capacity and maturity of judgment to complete a program of graduate study
- The ability to undertake the Graduate Program in addition to present or contemplated job requirements

Motivation

- The drive and stamina necessary for sustaining a commitment to this course of study
- The extent to which family, colleagues, and employer are likely to be supportive of this undertaking
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Appropriateness

- Current placement of the applicant in the management hierarchy (top, middle, or lower)
- Likelihood that the applicant will rise in management ranks

Please comment on any or all of the above factors as they apply to your perspective on the applicant. Be as specific as possible.

Thank you.

Please address your letter to:

Executive Director
Graduate Diploma in Business Administration Program
Segal Graduate School of Business
Simon Fraser University Vancouver
500 Granville Street
Vancouver, British Columbia
Canada V6C 1W6

Protection of Privacy Collection Notice. The information received from referees is collected under general authority of the University Act (R.S.B.C. 1979, c.419) and is needed to assess qualifications and decide on the applicant's eligibility for admission to the University's chosen Graduate Program. If you have any questions about the collection and use of this information, please write to the address above.

The British Columbia Freedom of Information and Protection of Privacy Act allows an applicant to have access to the information contained in his/her letters of reference where that can be done without disclosing the identities of the referees who supply a reference in confidence. It is understood between Simon Fraser University and the referee that your reference is supplied in confidence unless you state otherwise.