

## A GUIDE FOR APPRAISERS OF APPLICANTS TO THE BEEDIE SCHOOL OF BUSINESS FULL-TIME AND PART-TIME MBA PROGRAMS AT SIMON FRASER UNIVERSITY (SFU)

Your recommendation is a vital part of assessing an applicant's suitability for their chosen Graduate Program. The Admissions Committee recommends that you base your evaluation of the applicant on their motivation and appropriateness for the program. Please be as specific as possible.

A link to the online recommendation form will be emailed to appraisers once the applicant has initiated their application. The online recommendation form contains the following two sections:

- **Assessment Grid:** In this section, appraisers will find 10 multiple choice questions related to competencies and character traits that contribute to successful teamwork and leadership. The competencies and character traits relate to a candidate's Achievement, Influence, People Skills, Personal Qualities and Cognitive Abilities.
- **Recommendation Questions:** In this section, appraisers will find the following three open-ended questions.
  1. What are the applicant's strengths? Consider their intellectual capacity, maturity and judgement.
  2. Describe the most important piece of constructive feedback you have given the applicant. Please detail the circumstances, and the applicant's response.
  3. What do you think the applicant will gain from the program?

*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.*