



95 Fife Avenue,
Harare
(between Second Street
& Mazowe Street)

REFERENCE FORM - CONFIDENTIAL

Part-time MBA

The applicant should insert his/her details below and send it to the referee requesting that it is completed and forwarded direct to Open Learning Centre.

Applicant's name:

Address:

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.....

The above candidate is applying for admission to our Integrated Corporate Management Development Programme. Please would you complete this form of reference to help us assess his/her suitability for admission. All information given will be treated in strictest confidence.

1. How long have you known the applicant and in what capacity?

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2. How do you rate the applicant's intellectual /academic ability? How capable do you feel he/she is of completing a demanding postgraduate part-time programme?

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3. What do you consider to be the applicant's major strengths and most significant weaknesses?

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4. It would be helpful if you would rank the applicant relative to the group in which you know him/her (e.g. relative to other graduates you employ, relative to undergraduates).

.....

Secondly, evaluate the applicant with respect to each of the following attributes, relative to the peer group.

		Outstandin g	Very Good	Good	Average	Below Average	Unable to Assess
Intellectual/academic ability							
Communication Skills	Oral						
	Written						
Ability to work hard							
Perseverance							
Leadership							
Creativity							
Interpersonal & Social Skills							

5. If you wish to make any further comments which you feel will be helpful, please use the following space or attach a letter.

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6. How strongly do you support this application (Please tick e.g.)

Strongly recommend

Recommend

Recommend with reservations.....

Do not recommend

Thank you very much for providing this information which will be of considerable value to us.

Referee's signature: Date:

Name:

Position:

Address:

.....

..... Tel No:.....

Please return this form directly to:

MBA Office
Open Learning Centre
95 Fife Avenue
Harare
Tel: (263 – 4) 796163
Fax: (263 – 4) 796164
Email:cmdp@openlcentre.com