



Confidential Referee's Report

In connection with the application of a candidate for admission into the Master of Business Administration (MBA)

Note for applicants

Applicants for admission to candidature for the MBA at La Trobe University are asked to supply references from two persons familiar with their work. Both reports should be from a person who is familiar with the applicant's professional work, or one report should be from a person who is familiar with the applicant's professional work and the other person familiar with the academic background and quality of the applicant. Please forward this form to your professional referees as quickly as possible and return to the address below.

Information for referees

The person named below is applying for admission to the Master of Business Administration course at La Trobe University. We would be grateful for your assessment of this application. We are looking for you to confirm and describe the applicant's current and/or previous work experience and to evaluate their strengths and weaknesses. Importantly, we would also like you to confirm the extent of the applicant's previous and/or current managerial experience. If you are providing an academic reference, and cannot evaluate the applicant's work experience, please comment instead on their academic qualities, strengths and weaknesses. This report is one of our admission requirements and a decision cannot be made regarding the application until we have received your report. Our policy requires us to hold the contents of all referee reports in the strictest confidence.

Please return directly to

International student applicant:
La Trobe International
La Trobe University Victoria, 3086 Australia
EK@latrobe.edu.au
TK (+61 3) 9627 4805
FK (+61 3) 9479 3660

Domestic applicant:
Faculty of Business, Economics and Law, Selection and Admission
Services, Donald Whitehead Building, Rm 217
EK@latrobe.edu.au
TK (+61 3) 9479 1667
FK (+61 3) 9479 3278

Applicant's details

Family Name _____ Given Name(s) _____

Application for: MBA

Study Mode: Full-time Part-time Distance

Referee's assessment

(Please print or type)

1. How long and in what capacity have you known the applicant?
Length of time _____ Capacity _____

2. Do you know the applicant: very well fairly well not very well

3. Please provide the following details about the applicant's current employment. If you are not familiar with the applicant's current employment, then please comment instead on their previous work record.

a) Employer name _____

b) Date commenced employment _____

c) Department name _____

d) Current role/position/job title _____

e) Please provide a description of the applicant's current duties and responsibilities. In your answer, please indicate how much managerial responsibility the applicant currently has.

f) Please provide some examples of and evaluate the applicant's leadership skills.

g) Please describe the applicant's key strengths.

h) Please describe the applicant's key weaknesses.

i) How do you think the applicant would benefit from completing an MBA?

4. Please rate the applicant's skills below.

	Below average	Average	Above average	Excellent
Writing				
Oral presentation skills				
Listening				
Leading groups				
Working in groups				
Motivating others				
Time management				
Planning and organising				
Numeracy				
Problem solving				
Handling criticism				
Interpersonal skills				

5. Are there any other comments you would like to make? (Please attach a separate sheet if necessary)

Referee to sign

Signature _____ Date / /

Contact details

Contact
Faculty of Business, Economics and Law
Selection and Admission Services
Donald Whitehead Building, Rm 217
La Trobe University Victoria, 3086 Australia
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