

## Confidential Report of a Professional Referee

In connection with the application of a candidate for admission into the Graduate Certificate in Business Administration (GCBA), Graduate Diploma in Business Administration (GDBA) or Master of Business Administration (MBA).

### Note for applicants

Applicants for admission to candidature for the GCBA, GDBA or MBA at La Trobe University are asked to supply letters of reference from two persons familiar with their work. Both reports should be from a person who is familiar with the applicants professional work, or one report should be from a person who is familiar with the applicants professional work and the other personal familiar with the academic background and quality of the applicant. Please forward this form to your **professional** referees as quickly as possible.

### Information for referees

The person named below is applying for admission to a Business Administration course at La Trobe University. We would be grateful for your assessment of this application. This report is one of our admission requirements and a decision can not 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  
Fax: +61 3 9479 3660

#### Domestic applicant:

Graduate School of Management, La Trobe University, Victoria 3086 Australia  
Fax: +61 3 9479 3144

### Applicants details

Family Name \_\_\_\_\_ Given Name(s) \_\_\_\_\_

Application for  GCBA  GDBA  MBA

### Referees notes

*(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 comment on the applicant's interpersonal skills.

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4. Please describe the applicant's major strengths.

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5. Please describe the applicant's major weakness.

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6. How well is the applicant able to meet deadlines?

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7. How does the applicant handle criticism and corrective feedback?

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8. How well do you rate the applicant's ability to speak publicly?

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9. How organised and structured is the applicant's thinking and writing?

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10. Does the applicant show good listening and empathy skills?

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11. Overall, how strongly do you support the applicant for a postgraduate Business Administration course?

Unreserved  Reserved  Very strong  Strong  None at all

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

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#### Employment history

Period of Employment \_\_\_\_\_ Employer \_\_\_\_\_

Department \_\_\_\_\_ Position \_\_\_\_\_ Title \_\_\_\_\_

Duties & Responsibilities \_\_\_\_\_

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Signature \_\_\_\_\_ Date / /

#### Contact details

##### Contact

La Trobe International  
La Trobe University  
Victoria, 3086 Australia  
Telephone (+61 3) 9627 4805  
Fax (+61 3) 9479 3660  
Email [international@latrobe.edu.au](mailto:international@latrobe.edu.au)  
Web [www.latrobe.edu.au/international](http://www.latrobe.edu.au/international)

Graduate School of Management  
La Trobe University  
Victoria, 3086 AUSTRALIA  
Telephone (+61 3) 9479 3100  
Fax (+61 3) 9479 3144  
Email [gsm@latrobe.edu.au](mailto:gsm@latrobe.edu.au)  
Web [www.latrobe.edu.au/gsm](http://www.latrobe.edu.au/gsm)

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