

推荐信表格 Recommendation Form

申请者姓名：_____ 申请者生日：_____

Name of Applicant **Birthday of Applicant**

推荐人姓名：_____ 推荐人职务：_____

Name of Recommender **Position of Recommender**

推荐人所在单位名称：_____

Company Name of Recommender

推荐人电话：_____ 推荐人邮箱：_____

Tel of Recommender **Email of Recommender**

* 申请者请将姓名和生日填写后将此表格交给推荐人。

Applicant please fill your name and birthday, and give this form to your recommenders.

-----以下仅供推荐人使用 For Recommender Only-----

推荐人须知 Notes for the Recommender :

请填写完此表格后和您的名片一起放入信封封好，在信封封口处签字，并将信寄送至下面的地址。或者您也可以将封好的信封交给申请者，由申请者和其他材料一起寄送至上海外国语大学 MBA 办公室。我们将严格保密，真诚的感谢您填写此表格。
Please put this form and your name card into an envelope, sign across the seal and then return it to the address below or to the applicant. The applicant will send back all the documents with this form to SISU MBA office. The information you provide will be strictly kept confidential and we greatly appreciate your time and effort in completing this form.

联系地址 Contact address :

上海外国语大学 MBA 教育中心

MBA Center, Shanghai International Studies University

中国上海市大连西路 550 号 6 号楼 205 室 (邮编 200083)

Room 205, No. 6 Building, No. 550 Dalian Road (West), Shanghai, P. R. China (Zip Code 200083)

(1) 您认识申请者多久了? How long have you known the applicant? _____

(2) 您与申请者的接触频率是? Please specify your contact frequency with the applicant?

经常 Frequently 偶尔 Sometimes 很少 Little

(3) 您如何认识被推荐人的? 您对他/她的了解程度如何? Under what circumstances have you known the applicant?

How do you know him/her?

(4) 您认为被推荐人有哪些突出的才能和性格？What do you consider the applicant's most outstanding talents or characteristics?

(5) 您认为被推荐人需要进一步提高的地方？What are the applicant's weaknesses?

(6) 您认为被推荐人是否有能力完成 MBA 课程？现在是否是较为合适的时机参加 MBA 课程学习？Do you think the applicant has the ability to complete the MBA Program? Is it the appropriate time for the applicant to attend the MBA courses?

(7) 对于被推荐人的潜在管理才能、个人素质和未来的职业发展，您是否还有其他评语？Do you have any additional comment on applicant's potential capability and/or future career development?

(8) 请根据以下几个标准对被推荐人做出评估 Please evaluate the applicant's abilities below:

	优秀 Outstanding	良好 Good	一般 Average	有待提高 Need to improve	无法回答 Not applicable
分析能力 Analytical skills					
团队合作能力 Team work					
领导力 Leadership					
沟通能力 Communication skills					
责任感 Responsibility					
应变能力 Resilience					

推荐人签名 Signature: _____ 日期 Date: _____