**To the Recommender:**

em**lyon**-BUPT GEMBA is created for globally-minded entrepreneurs and executives looking to make their futures in the digital age. In considering applicants to the em**lyon**-BUPT GEMBA, particular emphasis is placed on comments from their recommenders. Your recommendation will add to a balanced view of the applicant’s abilities and other attributes. The following questions are intended to help you present information about the applicant. Please feel free to supplement the information in whatever way you feel is appropriate. All the information you provide will be strictly confidential.

When completed, please print the recommendation, sign your name and attach a business card. You may either courier the original recommendation letter in a sealed envelope with your signature across its flap to the GEMBA admission office, or scan a PDF copy and email it directly from your business email address. We sincerely appreciate your time and effort in completing this recommendation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Name** | \_\_\_ | **How long have you known the applicant:** | \_\_\_ Years |

**What is your relation to the applicant?**

|  |
| --- |
| \_\_\_ |

**Your overall evaluation of the applicant:**   Excellent  Good  Average  Poor

1. **Please evaluate the applicant’s management skills and leadership style. In your opinion, what are the most outstanding talents or characteristics of him/her and in which areas can the applicant make improvement in.**

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| --- |
| \_\_\_ |

1. **How well does the applicant manage crisis or difficult situations? Please provide examples if possible.**

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| \_\_\_ |

1. **In your opinion, if this applicant is admitted to emlyon-BUPT GEMBA, what specific contributions will he/she bring to enhance the GEMBA classroom learning environment?**

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| \_\_\_ |

***If you are the supervisor of the applicant, please complete question 4 and 5. Otherwise, please leave them blank.***

1. **Please describe the applicant's current position level and job responsibilities. In your opinion, is the applicant fully competent for his/her current position?**

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| \_\_\_ |

1. **Is the applicant identified as a high potential in your company? Is your company planning to give him/her a promotion in near future?**

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| \_\_\_ |

**Please give your appraisal of the applicant in regards to the following:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Average | Poor | Unable to judge |
| Leadership |  |  |  |  |  |
| Strategic Thinking |  |  |  |  |  |
| Forward Thinking |  |  |  |  |  |
| Innovative Thinking |  |  |  |  |  |
| Analytical Skills |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |
| Interpersonal Skills |  |  |  |  |  |
| Teamwork Skills |  |  |  |  |  |
| Motivation |  |  |  |  |  |
| Potential of Career Advancement |  |  |  |  |  |
| Work Ethic |  |  |  |  |  |

**RECOMMENDER’S INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | \_\_\_ | **Title:** | Ms.  Mr.  Dr. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company:** | \_\_\_ | **Position:** | \_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** | \_\_\_ | **Postal Code:** | \_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone:** | \_\_\_ | **Email:** | \_\_\_ |

**May we call you regarding this applicant?**  Yes (You may indicate your available days/hours here)  No

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

Business Card

|  |  |
| --- | --- |
|  | Please print this form, sign and attach your business card (in the left box) with the recommendation letter.  You may:   1. Put the original recommendation form in an sealed envelope, sign across the flap and mail directly to the GEMBA Admission Office; 2. Or, scan a PDF copy and email it from your business email address to the GEMBA Admission Office. |

For mailing or emailing your recommendation, or for requiring further information, please contact:

|  |  |
| --- | --- |
| **emlyon-BUPT GEMBA Admissions Office**  Contact Person: Ms. Xuhui WANG  Add: Rm. 114, School of Economics and Management,  Beijing University of Posts and Telecommunications, No. 10 Xi-Tu-Cheng Road, Beijing, P.R. China  Tel: +86 010-6228-1005  Email: zhanglu\_emba\_bupt@163.com | **法国里昂商学院-北京邮电大学GEMBA招生办公室**  联系人：王旭慧 老师  地址：北京市海淀区西土城路10号 北京邮电大学经济管理学院114室  电话：+86 010-6228-1005  邮箱：gemba@bupt.edu.cn |