

**To the Referee:**

The person whose name appears below is applying for admission to the two-year program leading to the degree of Master of Business Administration, jointly run by BI Norwegian Business School and School of Management, Fudan University. This reference letter will be used by the Admissions Committee in the process of assessing the candidate. The questions below suggest the kind of information that we will find useful.

We realize that considerable time and effort may be involved in preparing this reference letter and we greatly appreciate your help.

Once the form is completed, please e-mail it directly to: fdbi@fudan.edu.cn by using your email account.

If you have any questions, please contact us via 021-55664776, 021-25011338

被推荐人姓名**Name of Referral****推荐信 Reference Letter**

注：标"*"处为必填项 * = Required Information

推荐人姓名 * Name of Referee	推荐人职务/头衔 * Position of Referee	联系电话 * Contact No.
公司名称和地址 * Company and Address	邮箱 * Email	

推荐信内容 Reference Letter Content

1. 您是如何认识申请人的？与申请人认识多长时间？
How long and in what context have you known the applicant? *

2. 申请人在个人和职业领域给您留下最深刻印象的方面。
What impresses you most about the applicant, both personally and professionally? *

3. 您认为申请人的主要优缺点是什么？他/她需要在哪方面进一步提高？
What do you consider the applicant's strengths and weaknesses to be? Which area can the applicant improve upon? *

4. 请您就申请人在管理和领导能力方面所显示的实力和潜力发表评论（希望能提供实例）
Please comment on the applicant's demonstrated and/or potential managerial and leadership abilities (provide examples if possible) *

5. 请描述申请人的工作绩效。
How does the applicant perform in his/her position?
如果您是申请者的直接领导，请填写此题，否则请略过。
If the applicant is under your immediate supervision, please fulfill the blank, otherwise, please skip it.

6. 请在以下方面对申请人做一个恰当的评估。Please evaluate the following aspects of the applicant, and choose the appropriate one.

	优秀 Excellent	良好 Good	一般 Average	较差 Poor	无法判断 Unable to judge		优秀 Excellent	良好 Good	一般 Average	较差 Poor	无法判断 Unable to judge
英语能力 English Ability *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	分析能力 Analytical Skills *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
沟通技能 Communication Skills *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	积极性/抱负 Motivation/Ambition *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
领导潜能 Leadership Potential *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	创意思维 Innovative Thinking *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
人际交往/团队合作 Interpersonal Skills/Teamwork *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

7. 请您对申请人做一个推荐评估。Please indicate your overall evaluation. *

强烈推荐 Strongly Recommend	<input type="checkbox"/>	推荐 Recommend	<input type="checkbox"/>	保守推荐 Recommend with Reservation	<input type="checkbox"/>
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推荐人签名 Referee's Signature _____

日期 Date _____