



## **Employer Sponsorship Form**

**Directions:** To be completed by the applicant's immediate sponsor. A formal letter of recommendation is adequate if the recommender is NOT the applicant's sponsor.

**To the Sponsor:** You are being asked to provide a reference for an individual seeking admission into the Xavier University Executive MBA (XMBA) program. The Admission Committee considers your recommendation an important part of the evaluation process. Your candid assessment of the applicant will help us to make a decision that is in the interest of both the applicant and the program. This information is considered confidential and will be used only in connection with the requestor's application for admittance into the XMBA program.

Applicant's Name (Last, First, Middle):

Please return the completed reference form directly to the XMBA office at [xmba@xavier.edu](mailto:xmba@xavier.edu).

1. Describe your relationship to the applicant, indicating how long you have known the applicant and in what capacity.
2. If you have worked with the applicant in a professional capacity, please describe your assessment of his/her abilities, skills, work habits and professional development.
3. What would you say are the applicant's major strengths?
4. What are the applicant's major weaknesses? What areas do you think should be developed or improved?
5. How would you describe the applicant's interpersonal skills (communications, leadership, teamwork, etc.)?
6. How would you assess the applicant's qualifications, abilities and skills for completing graduate work in a business curriculum (e.g., motivation, analytical ability, creativity, planning and goal setting, time management skills, etc.)?
7. What type of return on your investment do you expect in exchange for the applicant participating in this program? (Answer only if you are sponsoring the applicant.)

8. Please rate the applicant on the following characteristics by checking the appropriate box:

	Characteristics	Exceptional	Good	Average	Poor	Unknown
<b>Skills</b>	Analytical/quantitative					
	Problem Solving					
	Creativity					
<b>Interpersonal</b>	Oral Communication					
	Written Communication					
	Leadership					
	Teamwork					
	Motivation					
<b>Professional</b>	Planning/time management					
	Supervising/managing others					
	Goal orientation					

I would make the following recommendation for the applicant's admission to the XMBA program:

- Strongly recommend
- Recommend with reservations
- Do NOT recommend

I have read the Executive MBA overview and our organization understands the requirements listed therein. If this applicant is accepted into Xavier's XMBA program, our organization will allow the minimum of time off to attend classes. Our organization also agrees that the applicant will not be required by the organization to miss the regularly scheduled class meetings without advanced warning. If applicable, our tuition assistance policy for this candidate will be provided below.

Name:  
 Title:  
 Organization or Institution:  
 Email:

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Sponsor's Signature

Date