

GUIDE FOR REFEREES

Thank you for agreeing to provide a written reference for an applicant applying to undertake professional development with Corporate & Executive Education at the University of Waikato Management School. Please provide a written reference, in support of the applicant's desire to fulfill the requirements of his/her chosen programme.

We offer a comprehensive range of highly regarded executive and corporate development programmes. The programmes are developed to meet the specific needs of corporate organisations, industry sectors, and the individual development needs of working managers.

CORPORATE & EXECUTIVE PROGRAMMES INCLUDE:

- » Master of Business Administration (MBA)
- » Master of Business and Management (MBM)
- » Postgraduate Diploma in Management Studies (PGDip(MgtSt))
- » Executive Programmes:
 - L³ – Leadership Development Programme (PGCert(Mgt)(Leadership))
 - G³ – Governance Programme (PGCert(Mgt)(Governance))
 - The Sales and Service Programme (PGCert(Mgt)(Sales and Service))
 - Postgraduate Certificate in Management (PGCert(Mgt))
 - Customised programmes for corporates
 - Short courses.

The applicant believes you are in a position to critically evaluate his or her practical or academic experience. Your letter of appraisal will be treated in the strictest confidence and your comments will play a significant role in our evaluation of the applicant.

Please note that the reference you provide will be confidential to you and Corporate & Executive Education staff under the New Zealand Privacy Act 1993. The University will, in accordance with the provisions of the Act, make available to you on request the personal information it collects, and will make any appropriate corrections to that information to ensure that the information held is accurate. Your reference will not be shown to the applicant and will be destroyed on completion of the programme.

The Admissions Committee suggests you base your evaluation of the applicant on the factors listed here and request that you be as specific as possible when evaluating the applicant.

Capacity:

- » Do you consider the applicant to possess the intellectual capability, maturity of judgement and commitment to complete a Corporate & Executive Education programme?
- » Does the applicant have the time and ability to complete a Corporate & Executive Education programme?

Motivation:

- » Does the applicant have the desire and stamina to complete this programme of study?
- » If you are a colleague or employer of the applicant, does he/she have the support of senior management and their immediate supervisor for this undertaking?
- » If not a colleague or employer, do you believe that the applicant's employer will offer support for the programme of study?
- » If you are familiar with the applicant's family, can you advise of their likely support for the undertaking?

Appropriateness:

- » Please comment on the applicant's position in the organisational hierarchy (top, middle, lower) and on the applicant's career path to date, if known.
- » Do you believe that the programme the applicant is looking to undertake will provide a pathway to their aspiration for career development?

FOR MORE INFORMATION OR QUESTIONS PLEASE CONTACT:

Corporate & Executive Education

Waikato Management School, The University of Waikato
Private Bag 3105, Waikato Mail Centre, Hamilton 3240

Phone: +64 7 838 4198 or Toll Free 0800 800 891

Fax: +64 7 838 4675

Email: execed@waikato.ac.nz

Website: www.exec.waikato.ac.nz