**Sample Instructions - Common Letter of Recommendation *(Customize as necessary)***

**FOR CANDIDATES - For update of website/application instructions**

We require *two* letters of reference, one of which should be from your current direct supervisor at work. If you are still in school and don’t have full-time work experience, we recommend asking an internship supervisor or an individual who knows you from a leadership role.

The most useful evaluations are from people who can speak in depth and with certainty about your leadership qualities. Detailed examples and anecdotes can bring your letter of recommendation to life. You must not write your own letters of the recommendation or involved in the drafting, translation, or submission of the letters.

Our school will accept the [Common Letter of Recommendation (LOR)](http://www.mba.com/us/plan-for-business-school/apply-to-school/general-application-advice/common-letter-of-recommendation.aspx), which is designed to save you and your recommender’s time, as the questions and written prompts will remain constant for all participating schools. Your recommender will be asked to assess you on 12 character traits and competencies that contribute to successful leadership, and answer four questions. Please visit [this page](http://www.mba.com/us/plan-for-business-school/apply-to-school/general-application-advice/common-letter-of-recommendation.aspx) to view the Common LOR and share the downloaded copy with your recommender.

Your letters of recommendation must be submitted in English. For recommenders who are non-native English speakers, translated copies of the Common LOR form are available in several languages for reading purposes. Your recommender can visit [this page](http://www.mba.com/us/plan-for-business-school/apply-to-school/general-application-advice/common-letter-of-recommendation-recommenders.aspx) for more information.

**Submitting Letters of Recommendation**

Your recommenders are required to submit letters through the online recommendation system by the application deadline.

1. Register your recommenders. Go to the “Letters of Recommendation” tab on the online application, and enter each recommender’s information.

2. Your recommender receives an email with log in information to the online recommendation system, and with link to download the Common LOR template as well as instructions for using the template.

3. Your recommender completes and submits his/her recommendation using the completed Common LOR template.

4. You and your recommender receive an email confirming the recommendation has been submitted.

**FOR RECOMMENDERS - For update of website**

Our school accepts the [Common Letter of Recommendation (LOR)](http://www.mba.com/us/plan-for-business-school/apply-to-school/general-application-advice/common-letter-of-recommendation-recommenders.aspx), which is designed to save you valuable time, as the questions and written prompts will remain constant for all participating schools. This allows you to use the same answers for multiple letter submissions, alleviating the workload of having to answer different questions for each school multiple times.

In the Common LOR, you will be asked to assess the candidate on 12 character traits and competencies that contribute to successful leadership, and answer the following open-ended recommendation questions.

1. Please provide a brief description of your interaction with the applicant and, if applicable, the applicant’s role in your organization. *Up to 50 words*

2. How does the performance of the applicant compare to that of other well-qualified individuals in similar roles? (E.g. what are the applicant’s principal strengths?) *Up to 500 words*

3. Describe the most important piece of constructive feedback you have given the applicant. Please detail the circumstances and the applicant’s response. *Up to 500 words*

4. Is there anything else we should know? (Optional)

In order to assist us in our review of the candidate, please be as thoughtful and candid as possible. Your letter of recommendation must be completed in English. For recommenders who are non-native speakers, the Common LOR form is available in multiple languages for reading purposes. Please click [here](http://www.mba.com/us/plan-for-business-school/apply-to-school/general-application-advice/common-letter-of-recommendation-recommenders.aspx) for more information.

**Submitting Letters of Recommendation**

You are required to submit letters through the online recommendation system by the application deadline.

1. Download the common LOR template in Word or PDF format and save it to your computer

 Common Letter of Recommendation Template: English (Word)

 Common Letter of Recommendation Template (PDF)

2. Complete the template offline and save a final version of the file to your computer. To ensure that you do not accidentally lose any entered form data, please avoid completing the template online within your browser.

3. Once your candidate registers you through the online application, you will receive a confirmation email with login instructions. Open the email with login information and use the completed Common LOR template to copy and paste your responses or upload the file that contains your recommendation.

4. Complete and submit your recommendation. You will receive an email confirming the recommendation has been submitted.

**FOR RECOMMENDERS - For update of invitation email to recommenders**

\_\_\_\_ is participating in the Common Letter of Recommendation (LOR), the goal of which is to save you time by providing a common set of questions. Please follow the steps below in filling out the Common LOR.

1.      Download a template of the [Common LOR](http://www.mba.com/us/plan-for-business-school/apply-to-school/general-application-advice/common-letter-of-recommendation-recommenders.aspx) and save it to your computer.  To ensure that you do not accidentally lose any entered form data, please save the template to your computer first and avoid completing the template online within your browser.

2.      Complete the template offline and save a final version of the file to your computer.

3.      When you are ready to submit your recommendation, open the link from \_\_\_’s invitation email and use the Common LOR template to copy and paste responses to complete and submityour recommendation.

Should you have any questions, please email amartelli@gmac.com