**Executive Graduate Certificate in Business**

**(Leadership through Coaching and Mentoring)**

***Confidential Recommendation***

*The information you provide is essential to the* *evaluation of the candidate for admission into the above program.*

(Name of applicant) Click here to enter text. has nominated me to act as a professional referee for them in their application for admission to the **Executive Graduate Certificate in Business (Leadership through Coaching and Mentoring)**, in the Graduate School of Business.

Name of referee: Click here to enter text.

Position: Click here to enter text.

Company/Organisation: Click here to enter text.

Mobile: Click here to enter text.

Email: Click here to enter text.

1) How long, and in what capacity, have you known the applicant?

Click here to enter text.

2) How might the applicant benefit from this course of study, with specific reference to his/her leadership development?

Click here to enter text.

3) In your opinion, what are the applicant’s strengths for undertaking this course of study?

Click here to enter text.

4) In your opinion, what are the applicant’s development areas for undertaking this course of study?

Click here to enter text.

5) Please rate the applicant on each of the following criteria.

| **Suitability** | **High**  | **Mid** | **Low** | **Do not know** |
| --- | --- | --- | --- | --- |
| Displays a demonstrated interest in leadership and leading people  | [ ]  |[ ] [ ] [ ]
| Displays a genuine desire to support others and a belief in human potential  |[ ] [ ] [ ] [ ]
| Acknowledges complex organisational environments and can articulate how coaching and mentoring supports these environments |[ ] [ ] [ ] [ ]
| Operates collaboratively, making positive contributionsas an effective team member |[ ] [ ] [ ] [ ]
| Gathers and investigates information from a variety of sources and uses judgement to critically analyse what information is important |[ ] [ ] [ ] [ ]
| Communicates clearly selecting key points, using language appropriate for the audience  |[ ] [ ] [ ] [ ]
| Listens effectively and responds appropriately, demonstrating understanding and application  |[ ] [ ] [ ] [ ]
| Displays willingness and comfort working with technology  |[ ] [ ] [ ] [ ]
| Displays willingness and comfort learning through experience  |[ ] [ ] [ ] [ ]

6) Are there any comments you wish to add in support of this application for admission?

Click here to enter text.

***Thank you for supplying this information. Within the limits permitted by legislation it will be confidential to the Admissions Committee of the Graduate School of Business.***

***Completed referee forms may be returned via email to QUT at the following address:***

**Email:** **LCAM@qut.edu.au**