



The Information School of the University of Washington

Recommendation Cover Sheet - *Master of Science in Information Management (Executive program)*

To the Applicant: Under the provision of Public Law 93-380, The Family Education Rights and Privacy Act of 1974 (FERPA), a student has the right to inspect the records held by the University pertaining to that student unless the student specifically waives that right. To indicate if you are waiving this right, please check the appropriate box and sign below.

- I DO WAIVE the right to inspect this recommendation.
- I DO NOT WAIVE the right to inspect this recommendation.

Applicant Printed Name:	Date:
Applicant Signature:	

To the Recommender: If the person seeking this letter of recommendation has not waived the rights to inspect this letter of recommendation, the University may be compelled, under the provisions of Public Law 93-380, to allow the student to inspect it. Aside from the requirements of PL 93-380, this letter of recommendation will be held in the strictest confidence.

Please return this cover sheet with your letter of recommendation.

How long have you known this applicant and in what capacity?	
In making this evaluation, what group are you using as a basis for comparison?	
Your name (please print or type):	
Your title:	
Employer (or name of institution/company):	
Email address:	Daytime phone:
Your signature:	Date:



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Please rank the student according to the following criteria:

	Not Applicable	Below Average (lower 50%)	Average	Above Average (top 25%)	Outstanding	Truly Exceptional
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to write succinctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptable to change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrated responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills and/or experience relevant to information management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Executive Master of Science in Information Management (MSIM) program is a professional, mid-career degree integrating the areas of information management and information technology. Prospective students are management professionals responsible for information technology in organizations, information technology professionals aspiring to information management responsibilities, and mid-career professionals who want to further their education and advance their career.

Information technology and management professions seek to recruit bright, dynamic, and dedicated individuals who exhibit those personal qualities essential in working with people in a variety of organizations. The demands on the profession to meet technological, managerial and informational needs of a changing society are such that professionals in information management must possess an inquiring mind, initiative, the flexibility to accommodate change and a sense of responsibility to the public and to colleagues. These professionals should also exemplify the belief in intellectual growth as part of life and advocate the need for information in the decision-making process.

The Information School asks your help in selecting those persons who exhibit these attributes and who have the potential to make a significant contribution to the profession. **Please return this cover sheet and your letter of recommendation to:**

MSIM Admissions Committee
The Information School
University of Washington
Box 352840, Mary Gates Hall, Suite 370
Seattle, WA 98195-2840

If you have questions about this form, please contact us at msim@u.washington.edu or 206-543-1794