**Master of Public Administration Programme (MPA)**

**CONFIDENTIAL**

REFEREE'S REPORT

## TO BE COMPLETED BY APPLICANT

Please fill in your name and programme applied for before you forward this form to your referee for completion.

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| Name as in NRIC/Passport: |
| Programme applied for: |

**Dear Referee**

The above-named applicant is applying for admission to the MPA. The Director of the MPA would appreciate receiving a **confidential report** from you on the applicant. Thank you.

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

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1. Among the employees at a similar level whom you have known in recent years, how would you rate the applicant? (please √one of the boxes below)

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| Excellent (Top 5%)  Average (Middle 40%)  Very Good (Top 15%)  Poor (Bottom 30%)  Good (Top 30%)  Unable to judge |

1. Please provide your rating of the applicant in the following categories:   
   (“1 Poor; 3 Average; 5 Good; 7 Very Good; 10 Excellent)

|  |  |  |
| --- | --- | --- |
|  | Rating  (1 to 10) | Remarks  (optional) |
| 1. Leadership potential |  |  |
| 1. Ability to work in a team |  |  |
| 1. Analytical ability |  |  |
| 1. Initiative & resourcefulness |  |  |
| 1. Oral communication skills |  |  |
| 1. Written communication skills |  |  |
| 1. Integrity |  |  |
| 1. Self confidence |  |  |
| 1. Maturity |  |  |
| Average Score |  |  |

1. Please comment on the applicant’s ability to complete a graduate programme and why.

Please also add any statements concerning his or her potential for leadership roles in the future.

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1. Do you recommend the applicant for admission to the MPA? (Please √one of the boxes below)

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| Strongly recommend  Recommend with some reservations  Recommend  Do not recommend |

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Signature of Referee\* Date

\*Signature not required if sent electronically

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| --- |
| Name of Referee: |
| Designation: |
| Name and Address of Company/Organization:    Tel:       Email: |

**To ensure confidentiality**, please email to [MPA@ntu.edu.sg](mailto:MPA@ntu.edu.sg) using your official email address.

Nanyang Centre for Public Administration

Nanyang Technological University

Block S3.2, Level B4, 50 Nanyang Avenue, Singapore 639798

Attention to: Master of Public Administration

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| **Thank you for your time and help in completing this Referee’s Report.** |