

EXCEL Reference Form
Class III (2008 - 2009)
Must be returned by July 14, 2008

EXCEL Applicant: _____

The above named individual has applied to be a participant in EXCEL (Executive Curriculum for Emerging Leaders), a leadership development program, and has recommended you as professional reference. Please answer the questions below. Attach additional sheets of paper, as necessary. Thank you!

Please return completed form to:

Marva Duvall
Talbert House
Institute of Training and Development
2600 Victory Parkway
Cincinnati, Ohio 45206.
or by e-mail to marva.duvall@talberthouse.org

1. How long have you known the applicant and what is the nature of your relationship to the applicant?

2. What are the first words that come to mind to describe the applicant?

3. Have you witnessed the applicant in a leadership role, and, if so, what was the role and how did the applicant exhibit strong leadership skills?

4. *For applicant's supervisor only:* Do you fully support applicant's nomination and if applicant is selected, will you and your organization fully support applicant's complete participation in the program, including attending twelve full day sessions? Please explain why or why not.

5. What are the applicant's strengths? Weaknesses?

6. Are you aware of any information about the applicant that might make him or her unsuitable for the program?

7. Please provide additional information you think is important about this applicant. We welcome information that will help us to better understand applicant's leadership abilities.

All information will be kept strictly confidential.

For the person completing the reference:

Your Name: _____ Title: _____

Phone Number: _____

Signature