

**Swedish Institute Management Programme Asia**

**Enclosure to the application for SIMP 2020**

**LETTER OF REFERENCE FORM (INSTRUCTIONS)**

*Examples of who can be your reference person*

* Colleague/partner
* Supervisor
* Employer
* Tutor/mentor

*Examples of who* ***cannot*** *be used as a reference person*

* Family member/relatives
* Friends
* Individuals who demand compensation (money, goods, favours, services or other means) from you in order to give you a statement of reference

*Why do we require a reference person?*

The referee is expected to state an opinion of the applicant from a professional perspective and thereby provide an important supplement to the applicant’s response to the questions in the SIMP 2020 application form and the curriculum vitae. The reference person can be a colleague, an academic connection, represent a non-governmental organisation (NGO), a public agency, a private enterprise or another actor/entity. The position or professional status that the referee holds is **not** the important factor. Of greater importance is that the referee knows the applicant well in terms of professional matters.

*Restrictions*

The letter of reference must be completed in English and cannot exceed 1 page. Any additional text will be disregarded. In order to be valid, the letter must be dated and signed.

The letter should preferably be completed by using the template provided by the Swedish Institute. If, however, the referee choses to write a freeform letter of reference, the details of the applicant as well as contact details for the referee must be provided. Furthermore, the referee is encouraged to answer the questions given in the form.

The completed letter of reference is then to be scanned to PDF format (please do not include this instructions page in the conversion) and enclosed along with your application. A letter that is not signed will be disregarded.

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The letter of reference should evaluate the applicant’s motivation and ability to work for sustainable business and responsible leadership. Kindly view below for more specific questions.

The letter of reference must be completed in English. The referee may decide on how to allocate text between the questions provided, given that the complete text does not exceed 1 page. Any additional text will be disregarded. The completed letter must be signed and converted into PDF format*.*

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| --- | --- |
| FIRST/GIVEN NAME of applicant |  |
| LAST NAME/SURNAME of applicant |  |

|  |  |
| --- | --- |
| FULL NAME of referee |  |
| TITLE/POSITION of referee  |  |
| ORGANISATION/INSTITUTION of referee  |  |
| E-MAIL ADDRESS of referee |  |
| TELEPHONE NUMBER of referee |  |

|  |  |
| --- | --- |
| Please state in what capacity you know the applicant |  |
| How long have you known the applicant?  |  |

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| 1. **Please evaluate the applicant’s leadership capacity and skills (e.g. in networking, motivation and perseverance; problem solving and communication**).

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| 1. **Briefly comment on the applicant’s potential to contribute to and/or drive social change/development in their context.**

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| 1. **Briefly give an overall endorsement of the applicant (for example personal, intellectual and interpersonal qualities), including your own opinion as to whether s/he will become a future leader, decision maker or opinion former.**

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| 1. **Additional remarks (optional)**

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**Date and place Signature of referee**