



Obtaining Your Executive MBA References



Purpose

This guide is designed to help you identify those colleagues who would serve as the best references to share your experience, leadership potential, and readiness and fit for the Katz Executive MBA program, and to outline the process by which their recommendations will be submitted.

Action Steps

- 1. Identify Potential References.** Reflect on those supervisors and peers with whom you have worked, who know you well, and can speak to your approach to work, contributions, work ethic and leadership potential. Create a list of 4-5 individuals, including at least two supervisors, as your starting point.
- 2. Identify at Least One Supervisor Reference.** The Executive MBA program requires at least one reference from a supervisor, with your current supervisor being *preferred*. If you have only worked together for a brief period of time, you may ask your most recent former supervisor to serve as a reference.
- 3. Contact and Confirm Your References.** The Executive MBA program requires two references as part of the application process, with the option of submitting up to three. Contact your professional references early in the process to request and confirm they will serve in this capacity.
- 4. Enter Reference Details in the Online Application.** Once your references are confirmed, go to the reference section of your Executive MBA online application. Enter name, title, company and email for each reference.
- 5. Inform Your References How They Will Be Contacted.** When you submit your completed application form, emails to your references will auto-generate and send. At that time, it is important to inform your references that they will receive an email from EMBA Program. The email will indicate they have been identified as a professional reference for a Katz Executive MBA candidate, and will include a link to the reference form. The information they provide will only be accessible to Katz staff.
- 6. Receive Confirmation from the Executive Programs Office.** Once your references' forms are received by the Katz Executive Programs Office, your outreach specialist will send you a confirmation.

Quick Check List:

- ✓ Two references required; three will be accepted
- ✓ Supervisor references are preferred, including your current supervisor
- ✓ Current supervisor and one peer reference will be accepted

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