



Acknowledgment of Extraordinary Achievement

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

awarded to

Employee Name

This documents and recognizes you for the extraordinary achievements you have made in the performance of your duties. You are commended for your exemplary accomplishment/performance.

Description of specific extraordinary achievement(s):

Date

Supervisor Signature

Reviewer Signature

Note: An employee must receive at least one Acknowledgment of Extraordinary Achievement during the performance cycle to be eligible for an overall "Extraordinary Achiever" rating on the performance evaluation conducted in the same performance cycle. Receipt of one or more Acknowledgment forms does not automatically entitle an employee to the "Extraordinary Achiever" rating or to any other type of recognition award.