

Virginia State University

Acknowledgment of Extraordinary Contribution

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| Employee Name: |
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| Position Number: | Department/Office: |
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| Role/Working Title: |
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This form documents and recognizes you for the extraordinary contribution you have made in the performance of your duties. You are commended for your exemplary accomplishment and performance.

Description of specific extraordinary contributions:

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|-------------------------|---|------------|-------|
| Supervisor's Signature: | Date: | | |
| Reviewer's Comments: | <table style="width: 100%; border: none;"> <tr> <td style="width: 65%; border: none;">Signature:</td> <td style="width: 35%; border: none;">Date:</td> </tr> </table> | Signature: | Date: |
| Signature: | Date: | | |
| Employee's Comments: | <table style="width: 100%; border: none;"> <tr> <td style="width: 65%; border: none;">Signature:</td> <td style="width: 35%; border: none;">Date:</td> </tr> </table> | Signature: | Date: |
| Signature: | Date: | | |

Note: An employee must receive at least one Acknowledgement of Extraordinary Contribution during the performance cycle to be eligible for an overall "Extraordinary Contributor" rating on the performance evaluation conducted in the same performance cycle. Receipt of one or more Acknowledgement forms does not automatically entitle an employee to the "Extraordinary Contributor" rating.