



Acknowledgement of Exceptional Performance

Note: An employee must receive at least one *Acknowledgment of Exceptional Performance* during the performance cycle to be eligible for an overall *Exceptional* 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 *Exceptional* rating.

This form is a PDF document and the format is fixed. It can be completed, printed and saved with Adobe Reader 7.0 and higher. Should the need arise to key more information than is allocated here, a Word version of this form is available at: <http://www.hr.virginia.edu/uploads/documents/forms/exceptionalperformanceform.doc>

Name (last, first, middle):	Job Title:	Position Number:
Employee ID:	Working Title If Different:	Department Org. Number
Department:	Work Address (If off campus):	

This form documents and recognizes you for your exceptional performance.

Description of specific exceptional performance:

Supervisor's Name (Print)

Supervisor's Signature

Employee ID

Date

REVIEWER'S COMMENTS

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Reviewer's Name (Print)

Reviewer's Signature

Employee ID

Date

EMPLOYEE'S COMMENTS

--

Employee's Name (Print)

Employee's Signature

Employee ID

Date

I have reviewed this document, discussed the contents with my supervisor, and acknowledge this with my signature. My signature does not necessarily indicate that I agree with my supervisor's assessment of my performance.

*Submit this form to University Human Resources, Consulting Services upon completion.