



**CITY OF GROSSE POINTE WOODS**  
**20025 Mack Plaza Drive**  
**Grosse Pointe Woods, Michigan 48236-2397**

(313) 343-2440  
Fax (313) 343-2785

**NOTICE OF MEETING**

<b>COMMISSIONS:</b>	<b>COMMITTEES:</b>	<b>BOARDS:</b>
Beautification Advisory	Building Authority	Board of Canvassers
Citizens' Recreation	<b>Compensation &amp; Evaluation</b> X	Board of Review
Community Tree	Construction	Construction Board of Appeals
Election	Finance	Downspout Board of Appeals
Historical	Fireworks	Pension
Local Officers Compensation	Mack Ave Business Study	
Planning	Public Relations	
Senior Citizens'		

PUBLIC INVITED: IN ACCORDANCE WITH PUBLIC ACT 267 OF 1976 (OPEN MEETINGS ACT), ALL MEMBERS OF THE GROUP SELECTED ABOVE, AS WELL AS THE GENERAL PUBLIC, ARE INVITED TO ATTEND THE FOLLOWING MEETING ON **MONDAY, JANUARY 25, 2010, AT 9:00 P.M.** IN THE **CONFERENCE ROOM – CITY HALL, 20025 MACK PLAZA, GROSSE POINTE WOODS.**

**AGENDA OF MEETING**

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Procedures
5. Schedule of Meetings
6. Appointed Official Employment Review Form
7. New Business
8. Adjournment

cc:

Bryant  
Novitke  
McConaghy  
Berschback

Hathaway  
Irby  
Paul  
Wollenweber

File  
Post

Submitted by: Art Bryant

Office Held: Chair

Telephone: 313 343-2440



## Appointed Officials Performance Appraisal

Name:

Title:

Date of Interview:

Dear Appointed Official:

In preparation for your interview with the Compensation and Evaluation Committee, please prepare answers to the following questions, and submit to Committee Chair Granger at least three days in advance of your scheduled interview.

1. List of goals for the past year (prior documentation has been provided to compensation and evaluation committee).
2. Describe accomplishments, and provide documentation, if applicable, for your area in the past year.
3. Describe how you are managing staff in your area.
4. List goals/projects for the coming year, and what you need to reach those goals, including personnel and other resources.
5. Describe short and long range goals for your area over the next two – five years.
6. Do you have any questions or concerns about what is expected of you in your job?
7. What are your long-range career goals and what do you plan to do to achieve these goals? (training, education, promotions, additional job responsibilities, etc.)
8. Do you have any other concerns you would like to discuss with the committee?