TOWN OF HOPKINTON

HUMAN RESOURCES DEPARTMENT

TOWN HALL
18 MAIN STREET HOPKINTON, MASSACHUSETTS 01748

MARYROSE DEGROOT
Human Resources Director

Telephone: 508-497-3407 Fax: 508-497-9702
e-mail: Maryrose@hopkinton.org

FY12 Objectives Form

Please submit this Form with your completed FY12 Objectives Worksheet

Objectives: (SMART) Specific, Measurable, Attainable, Realistic and Timely

FY12 Objectives:

Objective:	**Date of Completion**
Complete town financial policy document	December 2011
Develop a process for citizen engagement	February 2011
Continue building leadership team	December 2011

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FY12 Objectives Worksheet

Please submit one Worksheet for each Objective

Objectives: (SMART) Specific, Measurable, Attainable, Realistic and Timely/Tangible

OBJECTIVE: 1-3 Sentences

Complete town financial policy document

TASKS/ACTIVITIES: List two or three tasks or activities needed to complete your Objectives:

1. Review draft with financial team
2. Present draft to Board of Selectmen
3. Hold Public meeting to review policy document

RESOURCES NEEDED TO MEET OBJECTIVES: Please list any resources you will need to complete your objectives. Discuss if these are resources currently available to you or resources that you will need the assistance of the Town Manager to procure.

1. Participation by financial team
2. Access to legal & bond counsel as well as town financial advisors

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OBJECTIVE: 1-3 Sentences

Develop a process for citizen engagement

TASKS/ACTIVITIES: List two or three tasks or activities needed to complete your Objectives:

1. Identify pillars of citizen engagement
2. Develop community needs survey
3. Apply survey results to budget development process

RESOURCES NEEDED TO MEET OBJECTIVES: Please list any resources you will need to complete your objectives. Discuss if these are resources currently available to you or resources that you will need the assistance of the Town Manager to procure.

Technology, technology, technology!

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OBJECTIVE: 1-3 Sentences

Continue building leadership team

TASKS/ACTIVITIES: List two or three tasks or activities needed to complete your Objectives:

1. Hire Finance Director/Accountant
2. Hire Technology Coordinator
3. Assemble hiring team for each position.
4. Develop orientation program for each position, including probation period goals

RESOURCES NEEDED TO MEET OBJECTIVES: Please list any resources you will need to complete your objectives. Discuss if these are resources currently available to you or resources that you will need the assistance of the Town Manager to procure.

1. Staff support
2. Board support