**Template for writing a S.M.A.R.T. Goal**

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

**Initial Goal** (*Write the goal you have in mind*):

Continue to modernize the interaction with contractor and residents when dealing with the building department. Modernizing the interaction with the other departments, (BOH, Fire, Treasurer/Collector, Planning, Con Com.

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1. **Specific** (*What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal*?)

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Complete electronic interface. Everyone associated with the building department( Plumbing/Gas Inspector, Electrical Inspector, Administrative Assistant

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2. **Measurable** (*How can you measure progress and know if you’ve successfully met your goal?*):

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Progress will be measured in stages with all the other inspectors entering their own data and inspections

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3. **Achievable** (*Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*):

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We all have varied degrees of computer knowledge, but this is something that should be attainable with everyone involved

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4. **Relevant** (*Why am I setting this goal now? Is it aligned with overall objectives?*):

This will cut down on the traffic flow into this department and the other departments in the town hall and have a quicker turnaround process. Instead of us mailing their permit card or the applicant coming into the office, they will be able to print at their own office or home. Instead of them coming down to pay their taxes, they can pay online. Instead of having them bring their application to the treasurer/collector’s office, the treasure/collector sign off electronically.

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5. **Time-bound** (*What’s the deadline and is it realistic?*): This will be on going and subject to everyone’s different software comprehension and abilities

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Employee’s Signature Date

(This signature does not imply agreement or disagreement with the evaluation but only indicates the employee has read it and been provided an opportunity to respond if he/she chooses to do so. The employee also understands that the Performance Evaluation will be placed in their Employee File.)

Matt Mecum, Chair Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)

Seth Ridinger Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)

Jamie Underwood Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)