

Utilize the SMART Goal Wizard

You can use the SMART Goal Wizard, which asks you a series of questions that will help you determine an appropriate goal, based on goal metrics and the expected outcomes. The name and description you enter in the wizard will populate in the goal details applicable fields when you click “Finish.”

To utilize the SMART Goal Wizard:

- From the “Goal Details” screen when adding a new goal, click “SMART Wizard” at the bottom right-hand side of the screen.
- Enter in the requested information in the pop-up window, similar to the one shown below. Select “Finish” once complete and the SMART Wizard will enter in your new SMART goal to your goal details screen.

WIZARD

CREATE S.M.A.R.T. GOAL

Please answer all the questions below. Then click 'Create S.M.A.R.T. Goal' button to preview the suggested goal.

What is being measured?

On what aspect?

Goal 'To Do' Action?

By 'When'?

What is the Current/Starting Baseline?

What are the Expected Results?

OUTCOME

Suggested Goal Name

Suggested Goal Description

Read more about the SMART Goal Wizard by accessing the [Performance Management guidebook](#).

Still have questions? Reach out to the Performance Management Team at PerformanceMgmt@rivco.org.