

HR OKRs checklist



Part 1: OKR Methodology

OKRs Definition

The Objective is a qualitative statement derived from the company's strategy.

The Key Results are quantitative and measurable outcomes for achieving the Objective.

Initiatives are all tasks and projects that will assist you in achieving a Key Result.

Step-By-Step OKR Checklist

Company strategy

define and communicate your company's strategy to every team member.

Long-term organizational goal

define your global annual objective based on your strategy.

Get leadership support

ensure top management supports OKRs and consistently uses them.

Educate your team on OKRs

provide OKR training for the whole organization so everyone understands the framework.

Select an Ambassador

designate one or more persons to lead the implementation and management of the OKR program.

Have a brainstorming session

involve your team in the planning process and get their feedback on priorities, individual goals, etc.

Set quarterly objectives

establish quarterly objectives that ultimately add to the long-term organizational goal.

Define your key results

set clear key results to track progress toward objectives.

Plan & organize

ensure everyone is aligned, discuss potential challenges, provide required resources, and ask for your team's feedback.

Set up a review process

have weekly or bi-weekly checkup meetings to track OKRs in real-time and determine if everything is going according to plan.

Have an end-of-the-quarter review

discuss with the team to revise quarterly results; give feedback and suggestions.

Prepare for the next quarter

make the next quarter more successful by looking at the achievements and shortcomings of the previous cycle.

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Part 2: HR OKR Examples

Talent Acquisition OKRs

Objective: Improve recruitment efficiency

Key Results:

- ✓ 90% offer acceptance rate
- ✓ 0% trial period collaboration breaks in Q4
- ✓ Increase the number of interviewers at the final interview by 50%

Talent Management OKRs

Objective: Become a desirable employer

Key Results:

- ✓ 20% of colleagues make job recommendations
- ✓ 25% of new colleagues come from direct applications
- ✓ 30% of new colleagues come from internal referrals
- ✓ 80% of candidates who contact us have heard of our company before the interview

Performance Management OKRs

Objective: Improve quality and consistency of feedback

Key Results:

- ✓ 70% of employees have asked for feedback in the last six months
- ✓ 75% of employees provided at least one consistent feedback in the previous six months
- ✓ 70% of employees received at least one consistent feedback in the previous six months
- ✓ 90% of employees have quarterly check-ins with their managers

Learning and Development OKRs

Objective: Improve the career development process

Key Results:

- ✓ Two departments have documented roles
- ✓ Two departments have defined seniority criteria
- ✓ One department has a defined career path
- ✓ Five colleagues with key roles have a concrete plan for career growth

Employee Retention OKRs

Objective: Improve employee satisfaction

Key Results:

- ✓ Decrease annual employee voluntary turnover rate from 12% to 10%
- ✓ Create new career journey maps by Q4 for 70% of the employees
- ✓ Ensure that all departing employee takes part in the exit interview and survey

Company Culture OKRs

Objective: Become a company people love to work for

Key Results:

- ✓ Conduct an organizational culture assessment and benchmark against industry best practices
- ✓ Set specific culture improvement KPIs based on the assessment results
- ✓ Increase the overall employee engagement score by 10% in the annual pulse survey
- ✓ Achieve an employee satisfaction rating of 4.5 out of 5 in employee satisfaction surveys
- ✓ Increase the company's Glassdoor rating to a minimum of 4.5

Employee Wellbeing OKRs

Objective: Improve employee wellbeing at work

Key Results:

- ✓ 20% of employees participate in a fitness program
- ✓ Implement a policy for healthy food
- ✓ Implement flexible work arrangements for all eligible employees, resulting in at least 80% employee utilization
- ✓ 20% of colleagues participate in at least one of the mental and emotional wellbeing initiatives

Diversity, Equity, Inclusion, and Belonging

Objective: Create an inclusive culture

Key Results:

- ✓ Achieve 100% gender pay equality within the organization
- ✓ Ensure 100% participation for all employees in DEIB training
- ✓ Establish two partnerships with organizations focused on diversity to expand the candidate pool

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