

OKR for Human Resource Team

Sample objectives and key results for six HR functions

OKRs help teams and individuals set short-term goals they can actually reach. This guide gives sample OKRs for an HR team.

HR covers a lot of ground: hiring, engagement, culture, retention and more. Short-term OKRs help the team keep each of those moving without getting buried in daily tasks.

Sample OKRs

1. Recruitment

Attracting good people is one of HR's main jobs. It often means combing through job sites to find the right skills, which eats time. OKRs help the team finish each step when it should.

O1	Hire faster
KR1	Finish the job description, with all requirements, within 2 days of a vacancy opening
KR2	Go through the resumes of at least 20 candidates a month
KR3	Keep the ratio of interviewed candidates to hires at 5 to 1

O2	Hire strong freshers
KR1	Attend 2 out of every 3 campus placement drives
KR2	Interview at least 40 candidates
KR3	Make offers to at least 20% of the candidates interviewed
KR4	Keep a list of rejected candidates who could fit future roles

2. Performance Measurement and Improvement

HR also checks that employee performance lines up with company goals. The methods used for that need updating from time to time to keep up with what each job demands.

O3	Make performance tracking work better
KR1	Move goal reviews from quarterly to monthly
KR2	Move manager reviews from every two weeks to weekly
KR3	Get 100% attendance from employees and managers at training and development sessions
KR4	Collect positive feedback from at least 50% of employees within a month

3. Training and Development

Missed performance targets often lead to training. HR's job is to schedule sessions so they help people without disrupting the working day.

O4	Raise awareness of training
KR1	Reach 80% attendance at every training session
KR2	Get positive feedback from 75% of attendees after each session

O5	Design a new training policy
KR1	Meet other HR colleagues to agree on the best schedule and approach
KR2	Define 5 modules with topics and internal content
KR3	Brief all employees within 2 days of finishing the policy

4. Benefits Administration

Employees care about what they get, whether through salary or professional development. HR needs to make sure everyone understands their benefits and pay, which keeps people satisfied and motivated.

O6	Make sure everyone gets the salary benefits they are due
KR1	Keep a clear salary structure that shows compensation and income tax deductions
KR2	Apply every income tax declaration that employees submit
KR3	Before payroll runs, check that overtime, leave encashment and other compensation are included

O7	Align benefits with industry and government standards
KR1	Compare at least 3 policies that define benefits administration
KR2	Make sure 100% of employees have a salary structure that meets government rules

5. Company Culture

A good culture pushes people toward their goals. HR is responsible for building one that rewards growth and recognises good work, because motivated people do better work.

O8	Improve employee engagement
KR1	Get every employee taking part in company activities
KR2	Recognise outstanding employees with creative rewards
KR3	Move communication with employees from weekly to daily

O9	Raise job satisfaction
KR1	Keep negative feedback to 10% or less each month
KR2	Run one culture survey a month that covers every employee

6. Employee Retention

Hiring gets most of the attention, but keeping people matters just as much. Every resignation costs money, and HR can help by giving employees real reasons to stay.

O10	Keep more of our people
KR1	Check in one-on-one with every employee at least once a quarter so no one feels left out
KR2	Host monthly lunch gatherings where people can speak openly
KR3	Have employees use 70% of their leave by the end of the year
KR4	Offer leave encashment on 10% of pending leaves

Used well, OKRs help HR keep people longer and get results in less time. Treat these as starting points and adjust the numbers to fit your own organisation.