

## OKR Worksheet

Objective	Key Results	Activities	People Involved	Timeframe
<p>Promote gender equity internship program. Offer internships in more diverse CTE related disciplines.</p>	<p>1. Increase number of female interns by ___ %.</p>	<ul style="list-style-type: none"> <li>• Recruiting more female students</li> </ul>	<ul style="list-style-type: none"> <li>• Joe</li> </ul>	<p>By end of Spring 2023</p>
	<p>2. Add a business discipline to internship program.</p>	<ul style="list-style-type: none"> <li>• Recruit more students</li> </ul>	<ul style="list-style-type: none"> <li>• Sabrina</li> </ul>	<p>By end of Spring 2024</p>
	<p>3.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
	<p>4.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

Objective	Key Results	Activities	People Involved	Timeframe
<p><b>Develop methods for gathering feedback from students and employers.</b></p>	<p><b>1. Develop a questionnaire.</b></p>	<ul style="list-style-type: none"> <li>• Determine timeline</li> <li>• Develop questions</li> </ul>	<ul style="list-style-type: none"> <li>• Joe</li> </ul>	<p><b>By end of 2023 fall quarter</b></p>
	<p><b>2. Develop an entry/exit survey process.</b></p>	<ul style="list-style-type: none"> <li>• Develop process for how questionnaire would be administered.</li> </ul>	<ul style="list-style-type: none"> <li>• Joe</li> </ul>	<p><b>By end of 2023 fall quarter</b></p>
	<p><b>3.</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
	<p><b>4.</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

Objective	Key Results	Activities	People Involved	Timeframe
<p>Increase knowledge and understanding of the OTI department throughout the campus community.</p>	<p>1. Establish a reputation for being a major contributor to student's workforce development and career readiness.</p>	<ul style="list-style-type: none"> <li>• Advisory board</li> <li>• Presentations on OTI programs to staff and faculty</li> <li>• Classroom presentations to students</li> </ul>	<ul style="list-style-type: none"> <li>• Sabrina/Joe</li> </ul>	<p>By end of Spring 2024</p>
	<p>2.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
	<p>3.</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
	<p>4.</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

Objective	Key Results	Activities	People Involved	Timeframe
<b>Obtain increased college/district funding to adequately support additional staffing.</b>	<b>1. Determine staffing patterns needed.</b>	<ul style="list-style-type: none"> <li>• Request additional staffing</li> </ul>	<ul style="list-style-type: none"> <li>• Sabrina</li> </ul>	<b>By end of 2023 spring quarter</b>
	<b>2.</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
	<b>3.</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
	<b>4.</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

**SAMPLE OBJECTIVE**

Verb + What you're going to do + In order to / so that (business value) Implement Strategy ...