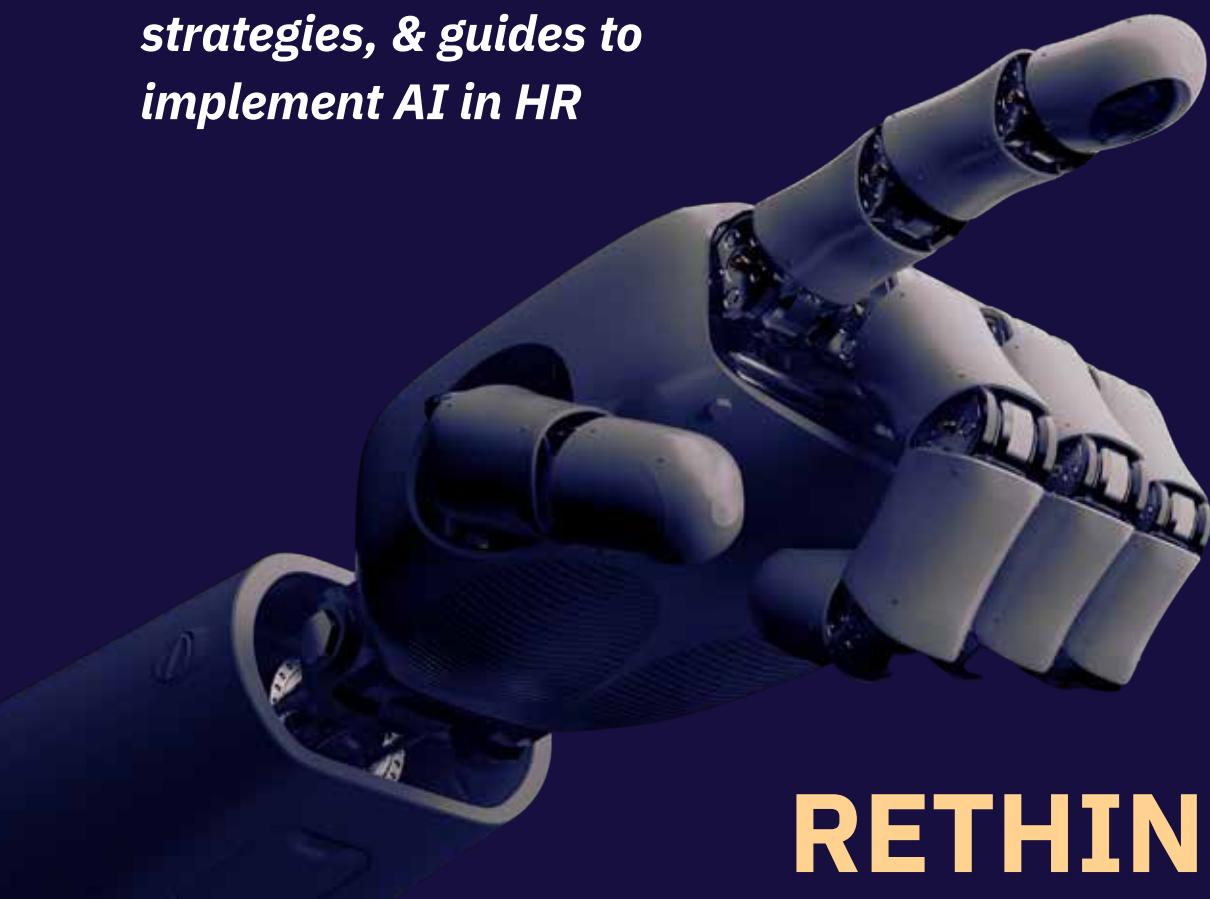


AI IN HR

CHEAT SHEET COLLECTION

*Essential tools,
strategies, & guides to
implement AI in HR*



RETHINK HR
POWERED BY ARTIFICIAL
INTELLIGENCE



*Make smarter decisions.
Elevate HR strategy.
Enhance employee experience.*

AIHR

ACADEMY TO
INNOVATE HR

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AI in HR: Your Ultimate Guide

Key benefits of AI in HR

	Boosts efficiency	Automates repetitive tasks like resume screening and employee queries, freeing HR for strategic work.
	Reduces costs	Reduces payroll and onboarding errors, improving operational efficiency.
	Enhances decision-making	Analyzes workforce data for better planning and retention strategies.
	Streamlines HR processes	Ensures consistency in onboarding, offboarding, and performance reviews.
	Focuses on employees	Allows HR to prioritize employee experience, engagement, and development.

Top applications of AI in HR

	Recruitment: AI automates resume screening, candidate matching, and interview scheduling.		Onboarding & offboarding: Automates paperwork, training, and exit processes.		Workforce planning: Predicts trends, identifies skills gaps, and forecasts turnover.
	HR chatbots: Provides 24/7 support for policies, benefits, and leave queries.		Learning & development: Delivers personalized, adaptive training experiences.		

How HR can prepare for an AI-driven future

	1	Develop critical thinking, problem-solving, and AI literacy.		2	Ensure ethical AI use with transparency and trust-building.		3	Foster AI-human collaboration in workforce planning and transformation.		4	Strengthen business acumen, tech proficiency, and communication skills.
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Examples of AI Tools transforming HR

	Recruitment		HiredScore
	Fetcher		HireVue
	Performance management		Effy AI
		Betterworks	
	Engagement		inFeedo
	Learning & development		EdApp
		Dextego	
	Talent analytics		Visier



Top AI Tools for HR Professionals

HiredScore AI for Recruiting

What it offers:
Uses AI to find the right candidates by checking resumes and providing insights.

How HR can use it:
Makes recruiters' jobs easier by automating the screening and shortlisting of candidates.



Fetcher

What it offers:
AI tool that automates finding and reaching out to candidates.
How HR can use it:
Speeds up hiring by automatically finding and engaging top talent.



ChatGPT

What it offers:
AI model that generates text based on prompts.
How HR can use it:
Helps draft job descriptions, emails, and other documents.



Maestra

What it offers:
AI transcription service that converts audio and video to text.
How HR can use it:
Transcribes interviews, meetings, and training sessions.



ClickUp AI

What it offers:
AI functionality helps automate tasks like employee data management and report generation.

How HR can use it:
Uses simple prompts to gain instant insights into employee data, projects, and tasks.



Eightfold.ai

What it offers:
Matches employees with internal job opportunities, projects, and mentors.

How HR can use it:
Helps identify skill gaps and recommend training.



Gloat

What it offers:
Matches employees with opportunities based on skills and aspirations.

How HR can use it:
Supports internal mobility and project assignments.



Talmundo

What it offers:
AI-powered onboarding platform that automates and personalizes the new hire experience.
How HR can use it:
Provides structured onboarding with customizable workflows, interactive content, and real-time analytics.



Coursebox

What it offers:
AI tool that streamlines course creation for new hires by managing and delivering educational content.
How HR can use it:
Makes onboarding smooth and personalized, enhancing the learning experience for new hires.



Effy AI

What it offers:
AI tool for performance management that simplifies employee reviews with 360-degree feedback.
How HR can use it:
Streamlines reviews and boosts productivity and engagement.



Peoplebox

What it offers:
AI-powered platform focusing on performance management and goal setting.
How HR can use it:
Aligns team goals with company objectives and tracks performance.



Lingio

What it offers:
AI-driven training platform that creates engaging, custom courses for mobile.

How HR can use it:
Develops personalized learning experiences to upskill employees.



SC Training

What it offers:
AI-powered learning management system for creating and delivering training.

How HR can use it:
Designs interactive and personalized training content.



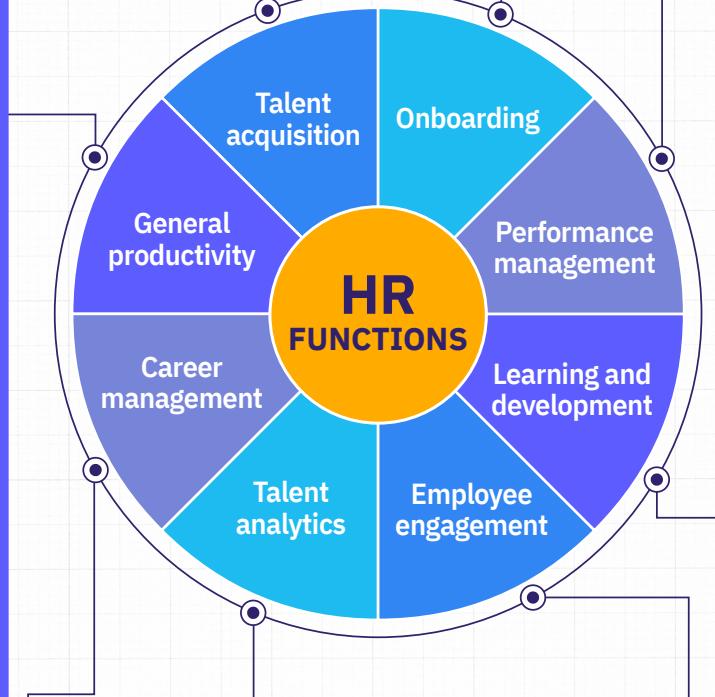
Dextego

What it offers:
AI-assisted coaching platform for managers to improve interpersonal skills and provide feedback for sales teams.

How HR can use it:
Develops managers and sales teams effectively.



HR FUNCTIONS



Visier

What it offers:
Analyzes workforce data to provide insights into employee turnover, engagement, and productivity.
How HR can use it:
Helps HR make data-driven decisions to improve workforce management.



SeekOut

What it offers:
Offers insights into talent distribution, skill gaps, and workforce diversity.
How HR can use it:
Supports talent acquisition and retention strategies.



inFeedo

What it offers:
AI platform that helps conduct employee surveys and predict attrition.
How HR can use it:
Collects feedback to enhance engagement and retention.



Witty

What it offers:
AI tool that detects bias in language in real-time and provides analytics.
How HR can use it:
Improves communication by promoting inclusive language.



AI Strategy for HR

VISION

Leverage AI to transform HR operations, enhancing efficiency, decision-making and employee experience.

VALUE

Growing AI-skilled workforce

Wider AI adoption in HR

Clear AI usage policy

Reduced manual HR processes

AI learning recommendations

Leadership in HR innovation

New data-driven insights

Personalized coaching

Ensure algorithmic fairness

Applied AI in HR use cases

AI-driven HR self serve

Regular AI audits & reviews

Investing in long-term needs of the HR ecosystem

Ensuring AI benefits all HR functions & departments

Governing AI effectively in HR

IMPACT

Grow HR efficiency and effectiveness, contributing to overall business performance

Maintain our position as an innovative leader in HR technology

Improved employee satisfaction and retention through personalized HR services

Strengthen internal AI capabilities to address strategic HR needs and compliance issues

**ARTIFICIAL
INTELLIGENCE
IN HR
CERTIFICATE
PROGRAM**

AIHR



With the AI for HR Certificate, you'll gain the tools to lead HR into the future—combining AI literacy, data-driven thinking, and responsible innovation.





ChatGPT for HR Cheat Sheet

Get better output by structuring your prompts:



Tone words

01 Formal	Proper grammar, complete sentences, no slang.
02 Informal	Colloquial language, shorthand, emojis.
03 Professional	Industry-specific language, technical vocabulary.
04 Friendly	Positive, supportive, upbeat language.
05 Serious	Neutral, straightforward, somber.
06 Sarcastic	Irony, humorous, expressive.
07 Poetic	Metaphorical, figurative, artistic.
08 Academic	Scholarly, evidence-based, rigorous.
09 Narrative	Storytelling, descriptive, immersive.

HR use cases

- Policy drafting**
Use ChatGPT to draft documentation, employee handbooks, or policies.
- Learning customization**
Use ChatGPT to customize learning materials and adapt them to your audience.
- Summarize feedback**
Use ChatGPT to summarize employee feedback.
- Inclusive writing.**
Ask ChatGPT to rewrite your text in a more inclusive way.
- Writing improvement**
Ask ChatGPT to point out the paragraphs it would recommend you to rewrite.
- Interview questions**
Ask ChatGPT to draft interview questions to interview specific skills.
- Employee Recognition**
Request ChatGPT to draft personalized appreciation messages for employee achievements.
- Meeting Summaries**
Use ChatGPT to summarize key points from HR meetings or discussions.
- Coaching questions**
Ask ChatGPT to provide a list of coaching questions.
- Job Descriptions**
Use ChatGPT to create detailed, concise job descriptions for new roles.
- Employee Surveys**
Ask ChatGPT to design questions for employee satisfaction or engagement surveys.

Analyze Output

Regularly evaluate AI output for quality control and adjustments.

Use Reinforcement Learning

Reward desired AI behavior to improve model responses over time.

Manage Expectations

ChatGPT can't perform tasks like humans, so set realistic expectations.

Test Responses

Experiment with your prompts to optimize AI's understanding and response.

Verify Sensitivity

Remember, ChatGPT doesn't recognize sensitive personal data unless stated in the prompt.

Use Clear Prompts

Specific and direct prompts result in more accurate responses.

Iterate Questions

If an answer isn't satisfactory, reformulate your question for clarity.

Prompt Chaining

Feed the output of the first prompt into the second for more complex conversations.

Limit Scope

Don't expect extensive reasoning; keep the scope of each prompt focused.

Establish Context

Always provide necessary context for nuanced or company-specific queries.

ChatGPT best practices for data security and privacy

01 Anonymize Personal Data

Don't insert sensitive personal information in your interactions.



05 Be Transparent

Let others know when you're using AI in a conversation, if applicable.



02 Stay Legal

Understand and adhere to your local laws on data usage.



06 Ensure Input Accuracy

Input data carefully for more accurate response.



03 Limit Data Shared

Only input necessary details for your interaction, nothing more.



07 Ensure Output Accuracy

Always edit all ChatGPT answers to ensure reliability.



04 Check for Bias

Stay alert to potential biases in the AI's responses.



08 Check Sources

ChatGPT sometimes confabulates sources. Always check your facts.



Example prompt

#1

Create a job description for a [insert name of position]. Include [A, B & C] responsibilities.

Example prompt

#2

Provide 10 screening interview questions for a [add job title].

Example prompt

#3

List 5 best practices for onboarding a new employee.

Example prompt

#4

Draft a work-from-home policy for an employee handbook.



Prompts for HR Professionals



BEGINNER PROMPTS

01 Count values

Sample Prompt "In my Excel sheet, candidate status is in column D. Write a formula to count how many candidates have status 'Hired'!"

Output `=COUNTIF(D:D, "Hired")`

02 Combine data from multiple cells into a single cell

Sample Prompt "First name is in column B and last name in column C. Write a formula to combine them into full names."

Output `=CONCATENATE(B2, " ", C2) or =B2 & " " & C2`

03 Check for missing values

Sample Prompt "Bonus data is in column F. Write a formula to return 'Missing' if empty, 'OK' if filled."

Output `=IF(ISBLANK(F2), "Missing", "OK")`

04 Calculate time in years

Sample Prompt "Start date is in column B. Write a formula to use today's date to calculate years of service."

Output `=DATEDIF(B2, TODAY(), "y")`

05 Highlight based on condition

Sample Prompt "I want to highlight employees in column B who have been at the company for more than 5 years. What formula should I use in conditional formatting to identify them?"

Output `=DATEDIF(B2, TODAY(), "y")>5`

06 Handle #DIV/0! errors

Sample Prompt "My formula sometimes divides by zero. Write a formula to stop the #DIV/0! error."

Output `=IFERROR(A2/B2, 0)`

07 Fix #REF! errors

Sample Prompt "My formula gives #REF! because a referenced cell was deleted. How do I prevent this?"

Output `Use named ranges or structured tables to avoid cell reference issues`

08 Calculate days since a date

Sample Prompt "Training date is in column H. Write a formula to find how many days ago it was from today."

Output `=TODAY() - H2`

09 Format dates for reporting

Sample Prompt "Date is in column D. Write a formula to show it as month and year like 'Jan 2025'."

Output `=TEXT(D2, "mmm yyyy")`

10 Generate sample employee data

Sample Prompt "Create a sample Excel table with employee name, department, last training date, and hours trained."

Output

Name	Department	Last Training Date	Hours Trained
Alice Smith	HR	2024-12-01	5
Bob Jones	Sales	2024-11-15	8
...



ADVANCED PROMPTS

11 Calculate averages

Sample Prompt "Salary is in column E, department in D. Write a formula to get average salary for HR only."

Output `=AVERAGEIFS(E:E, D:D, "HR")`

12 Rank values

Sample Prompt "Performance scores are in column G. Write a formula to rank each employee."

Output `=RANK.EQ(G2, G:G, 0)`

13 Look up with XLOOKUP

Sample Prompt "ID is in column A, department in D. Write an XLOOKUP formula to find the department based on ID in A2."

Output `=XLOOKUP(A2, A:A, D:D)`

14 Filter based on multiple conditions

Sample Prompt "Salary is in E, start date in B. Write a formula to show only employees with salary > 70K and tenure > 5 years."

Output `=FILTER(A2:E100, (E2:E100>70000)*(DATEDIF(B2:B100, TODAY(), "y")>5))`

15 Add sparklines

Sample Prompt "Engagement scores for each quarter are in columns F to I. Write a formula to add a sparkline in column J."

Output `=SPARKLINE(F2:I2)`

16 Extract text

Sample Prompt "Employee ID is in format HR-102 in column A. Write a formula to extract just the department code."

Output `=LEFT(A2, FIND("-", A2)-1)`

17 Fix #REF! errors

Sample Prompt "I want a dropdown list of departments in column D."

Output `Go to Data > Data Validation > List. Source: =UNIQUE(D:D)`

18 Combine IF with AND

Sample Prompt "Performance is in D, salary in E. Write a formula to flag if score > 85 and salary < 50000."

Output `=IF(AND(D2>85, E2<50000), "Review", "OK")`

19 Calculate total with conditions

Sample Prompt "Training hours are in F, course names in G. Write a formula to sum hours only for Excel training."

Output `=SUMIFS(F:F, G:G, "Excel")`

20 Subtotal filtered results

Sample Prompt "I filtered column E. Write a formula to sum only the visible values."

Output `=SUBTOTAL(9, E2:E100)`



ChatGPT for People Analytics

9 Use Cases

Best practices

01

Exploratory data analysis (EDA) and data visualization

Data analysis with ChatGPT makes it easier to gather information for decision-making and create visual representations of the data.

02

Data summarization

Summarizing content from certain data sources, such as performance reviews, can be a time-consuming task. However, ChatGPT can help make it much more efficient and provide summaries.

03

Employee survey creation

ChatGPT can generate employee survey questions for collecting data on job satisfaction, engagement, or workplace culture.

04

Employee feedback analysis

ChatGPT can also help you analyze survey responses, including the qualitative data from open-ended questions.

05

Hypothesis testing

You can save time articulating potential explanations for certain challenges with ChatGPT. It can help formulate hypothesis statements to test your assumptions against the data.

06

Generation of sample data sets

If you're learning how to analyze different types of HR data but you don't have such data at your disposal at your organization, you can use ChatGPT to generate sample data sets for you.

07

Collaboration analytics

Data is needed to assess the effectiveness of collaboration efforts within the workplace. For example, HR pros can use ChatGPT to analyze patterns in the timestamps of messages on Slack or Teams.

08

Sentiment analysis

ChatGPT can help businesses gauge the general sentiment of employees towards the organization, management, or specific initiatives. It processes content from sources such as internal communication platforms, social media, and anonymous feedback systems and assigns it a sentiment score.

09

Generating Excel formulas for analyses

When you want to get the most out of data contained in an Excel spreadsheet, ChatGPT will do part of the work for you. You just have to describe what you want to do & have it generate the right formula.

01

Use ChatGPT Plus to unlock features like document upload & data visualization.

02

Double-check the analysis results against the data before drawing final conclusions.

03

Use detailed prompts and provide context to get more specific and accurate information.

04

Regularly check ChatGPT to stay updated on any changes, advancements, and new features.

05

Anonymize any personally identifiable information and sensitive details.

The dos and don'ts of ChatGPT data analysis

Dos



Use detailed prompts and provide context to get more specific and accurate information. ChatGPT is based on natural language, so avoid using elaborate phrases and technical jargon.



Try different types of questions and refine your prompts to learn which wording results in the most relevant and insightful responses. Pose follow-up questions and ask for clarification when necessary.



Fact-check the results against the data for any anomalies. ChatGPT is a great tool for gaining quick insights, but make sure to double-check the results before presenting them to the team or leadership.



Prioritize data privacy by understanding and complying with applicable laws and regulations.

Don'ts



Input personal or confidential employee information. Anonymize any personally identifiable information about your employees and sensitive details about your business.



Accept interpretations as absolute truth. These are observations made from the available data without the ability to consider every possible contributing factor or sentiment.



Rely solely on ChatGPT insights for complex decision-making. Be sure to enrich its recommendations with human judgment, critical thinking, and discretion.

ChatGPT Prompts for Recruiting

1



Creating a job ad

"Compose a compelling job advertisement for a Senior Web Developer position at a fast-growing e-commerce startup. The ad should include an enticing headline, an overview of the role, key responsibilities, necessary skills and qualifications, and the perks of working at our company. Use language that is inclusive and appealing to a diverse audience."

2



Boolean string generation

"Create a Boolean search string to find resumes of Software Engineers experienced in Java. The candidates should have a Bachelor's degree in Computer Science and at least 5 years of experience. They should also be familiar with Agile methodologies and have skills in SQL and RESTful APIs. Exclude candidates who are only experienced in Python or who live outside the United States."

3



Finding alternative job titles for sourcing

"Generate a list of alternative job titles or roles related to a Social Media Manager position. These should be titles that might be used by professionals with skills in social media strategy, content creation, audience engagement, and analytics, which are typically required for a Social Media Manager role."

4



Providing pre-interview briefings to candidates

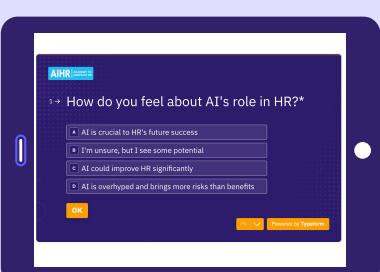
"Compose a pre-interview briefing email for a candidate named Susan, who has been shortlisted for a Senior Data Analyst position in our organization. The email should explain the stages of our interview process, which are a technical interview with the hiring manager and a peer interview with two team members, potential areas of focus based on the role (like her experience with data modeling, statistical analysis, etc.), and any logistical details such as interview duration, platform (if virtual), or location. The tone should be supportive and professional to help alleviate any pre-interview anxieties."

5



Salary negotiation email

"Create a professional and empathetic response to a candidate named Lisa who has asked for a higher salary than what we've offered for the role of Financial Analyst. The email should express our understanding of her concerns, reiterate the comprehensive benefits of our package beyond just the base salary, and state our willingness to engage in further negotiations or explore other ways to meet her expectations."



ARE YOU AN
AI CHAMPION?

QUIZ TIME



AI in Learning & Development

Personalizing the Employee Learning Experience

The current state of AI in Learning and Development

Market growth:

The Learning and Development (L&D) sector is leading AI adoption in HR, with the online learning platform market expanding rapidly. The AI education market is expected to grow at a compounded annual rate of 36%, reaching USD 32.27 billion by 2030.

Contributions & benefits:

AI has significantly improved learning management systems, learning experience platforms, and learning analytics, enhancing the efficiency and effectiveness of educational technologies.

Challenges & criticisms:

- Technology limitations
- Integration issues
- Bias and intellectual property
- Focus on content creators

Looking Ahead:

New advancements in generative AI are starting to address these limitations, ushering in a new era where AI more effectively enhances both the process of learning and the learner's experience.

How is AI changing the employee learning experience



Generative AI is making learning accessible to all

Generative AI is improving accessibility by converting content into various formats like braille and providing automatic translations. This technology helps make learning materials available to neurodivergent and disabled employees, and supports global consistency in training.



AI is acting as a learning coach to improve the learning impact

AI provides real-time feedback and support, enhancing the learning experience. Platforms such as Dextego and Wondder offer interactive coaching and scenario-based training, while LinkedIn Learning's new AI system guides users through their learning journey.



AI is making learning personal and curated

AI tailors learning by analyzing data from assessments and career goals to recommend relevant content. Tools like Capgemini's Anderson Pink and content curation platforms offer more accurate, personalized learning recommendations, aligning with individual development needs.



AI is becoming a powerful content creator

AI is being used to generate learning content, such as policy training materials, based on existing knowledge. Tools like Narrato Workspace illustrate AI's potential for creating engaging and personalized content, though ethical and accuracy concerns remain important.

How HR can drive responsible AI adoption

Step 01 Understand what AI needs to achieve

Step 02 Find the right partners and vendors

Step 03 Pace your adoption of AI & start within a controlled environment

Step 04 Socialize the idea of using AI with your employees

Step 05 Implement key control and monitoring governance

Step 06 Optimize the use of AI over time



Curious about the future of L&D? Watch the full interview with CEO and Co-founder of Dextego to explore the cutting-edge of learning and development!



AI in Talent Management

3 Business Cases

Business Case 1

Use AI to drive productivity and performance

01 Enhance recruitment with predictive analytics

AI can identify suitable candidates aligned to set criteria, to reduce time-to-hire and improve quality of hires.

02 Personalize learning and development

Use AI to create personalized learning paths aligned to individual skills, aspirations and performance.

03 Automate performance management

AI can help set goals, track real-time performance and provide data-driven feedback.

04 Understand employee sentiment

Monitor employee engagement through AI-powered sentiment analysis of communications, surveys and feedback.

Business Case 2

Reduce costs associated with turnover and talent pipeline gaps

01 Predictive turnover analytics

Analyze data such as engagement data, performance data, tenure and market conditions to predict retention risks.

02 Career pathing and internal mobility

Use AI to recommend career paths and internal job opportunities based on employee talent data.

03 Scenario-based workforce planning

Optimize workforce planning by predicting future talent needs, analyzing market trends and internal capabilities.

04 Employee listening

Use AI tools to continuously assess employee satisfaction and engagement through survey and passive data.

Business Case 3

Use AI to drive a culture of innovation and improvement

01 Diversity and inclusions monitoring

AI can help detect patterns of bias in hiring and promotion data as well as team engagements, to help enhance innovation.

02 Idea generation and evaluation

Use AI to analyze large data sets and identify emerging trends, suggest solutions or aid in brainstorming through insights.

03 Knowledge sharing

AI can power knowledge-sharing platforms that connect employees and stimulate idea exchange.

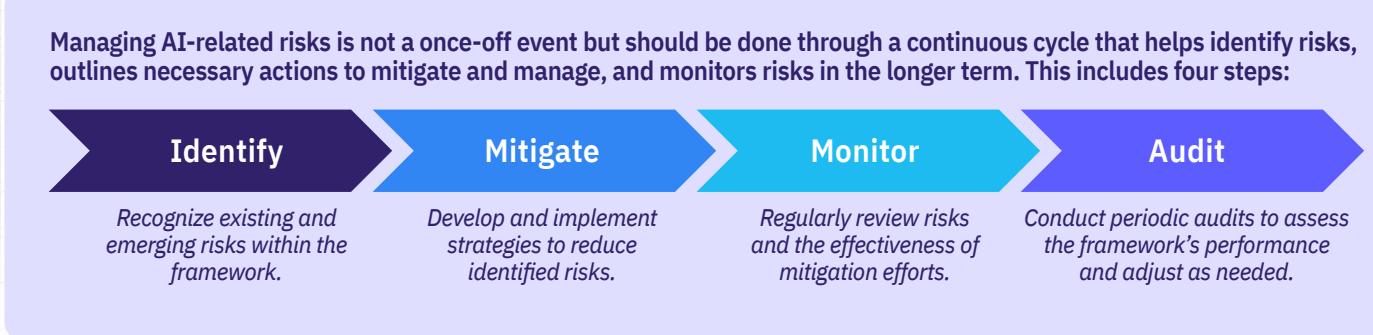
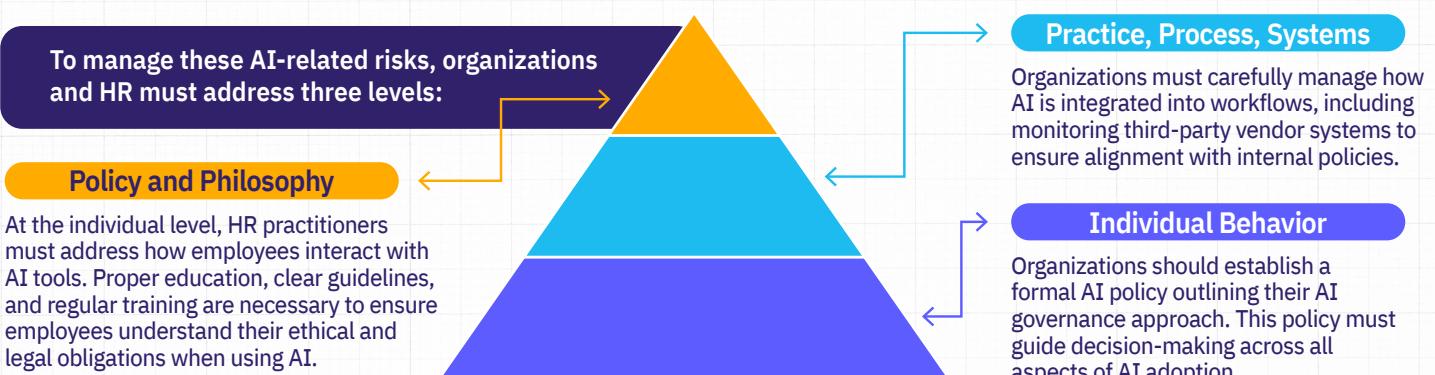
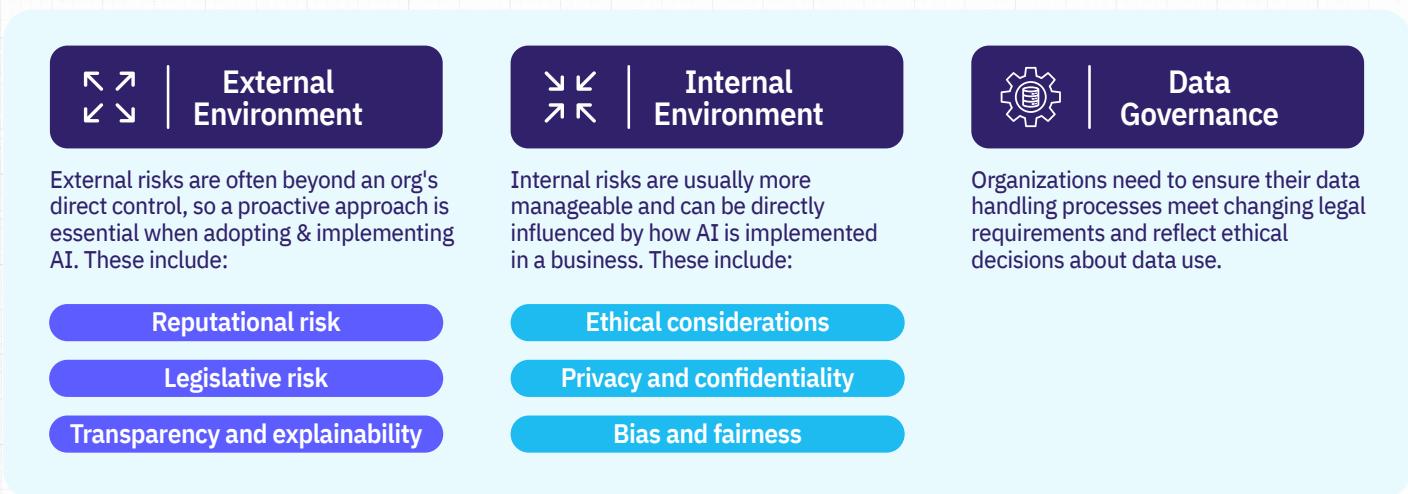
04 Innovation performance metrics

AI can track and measure the impact of innovation initiatives to help focus innovation efforts.

AIHR AI Risk Framework for HR

The AIHR AI Risk Framework has four connected parts, each focusing on key risks related to AI's use and adoption.

1. External environment (outside the organization)
2. Internal environment (within the organization)
3. Data governance: The cornerstone that supports both external and internal risks
4. Continuous AI risk management: Identify, mitigate, monitor, audit



HR needs AI **skills**, not just tools.

Bridge the gap by learning how to effectively apply AI in your day-to-day work with the

Artificial Intelligence for HR Certificate Program

75%

of organizations are increasing AI adoption

22%

of HR Professionals are comfortable using AI



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