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**Generative AI Prompts**

**for HR**

**HOW TO WRITE EFFECTIVE PROMPTS**

For the best results, make sure your prompt includes these three parts:

1. **Objective:** What you want ChatGPT to do.
2. **Context:** Relevant details to guide the response (e.g., audience, purpose, constraints).
3. **Format:** How you want the answer presented (e.g., bullet points, table, numbered list).

**Example:**

* **Objective*:*** Draft a job description.
* **Context:** For a Marketing Manager in a mid-sized tech company, highlighting leadership and data analysis skills.
* **Format:** Two short paragraphs followed by a bullet list of responsibilities.

**Extra tips:**

* Be specific to avoid generic answers.
* Add details like company size, industry, or skill focus.
* Build on your first response by asking follow-up questions (prompt chaining).
* Use the latest ChatGPT version for the most accurate output.

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| **Attraction** | | |
| **Topic** | **ChatGPT prompt** | **Your own prompt** |
| **Writing a job description** | “Create a job description for a  [insert name of position]. Include [A, B & C] responsibilities.” | *"[Insert prompt]"* |
| **Developing a career page** | “List 10 important elements of a company career page.” | *"[Insert prompt]"* |
| **Employer branding messaging for social media** | “List 7 best practices for employer branding posts on the company’s social media.” |  |

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| **Recruitment** | | |
| **Topic** | **ChatGPT prompt** | **Your own prompt** |
| **Screening interview questions** | “Provide 10 screening interview questions for a [add job title].” | *"[Insert prompt]"* |
| **Specific interview questions** | “List 5 interview questions that test someone’s managerial skills. For each question, indicate the answer a highly skilled candidate would give and the answer a low-skilled candidate would give.” | *"[Insert prompt]"* |
| **Writing job offer emails** | “Write a job offer email for a [add job title] with a start date of [insert start date], including a starting salary of [insert starting salary].” |  |
| **Adopting inclusive hiring practices** | “List 8 inclusive hiring practices. Based on these inclusive hiring practices, what challenges should HR anticipate?” |  |

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| **Onboarding** | | |
| **Topic** | **ChatGPT prompt** | **Your own prompt** |
| **Welcome emails** | “Create a new hire welcome email for a [insert type of position] using [insert your company’s name] tone of voice.” | *"[Insert prompt]"* |
| **Frequently asked questions** | “List 5 frequently asked questions by new hires.” | *"[Insert prompt]"* |
| **The onboarding process** | “List 5 best practices for onboarding a new employee.” |  |
| **Onboarding survey** | “Create an onboarding evaluation survey with 10 questions that the employee will get after their first 30 days.” |  |

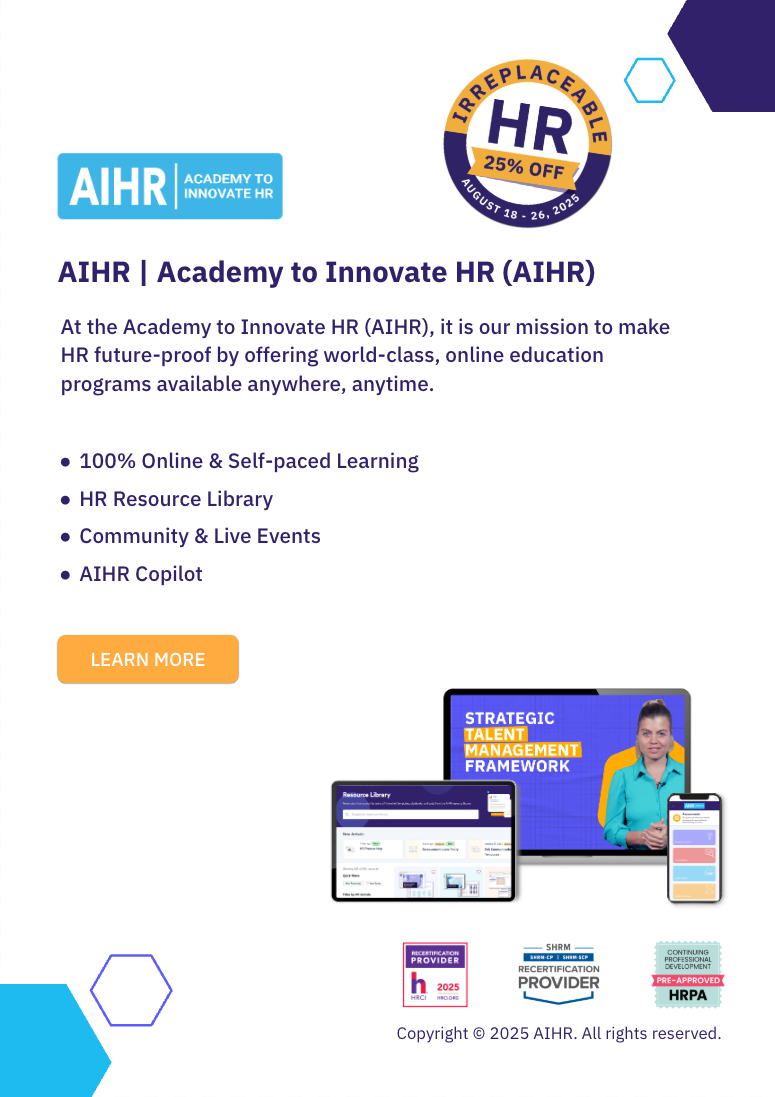
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| **Retention and engagement** | | |
| **Topic** | **ChatGPT prompt** | **Your own prompt** |
| **Employee engagement** | “Create 5 employee engagement survey questions. Focus on company culture and exclude questions about management.” | *"[Insert prompt]"* |
| **Compensation and benefits** | “List 7 steps HR should follow when creating a compensation strategy.” | *"[Insert prompt]"* |
| **Employee recognition** | “List 10 non-monetary ideas for employee recognition.” |  |
| **Developing policies & procedures** | “Draft a work-from-home policy for an employee handbook.” |  |
| “List 10 key HR policies an organization with [insert number] of employees in [insert industry] should have.” |  |

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| **Development** | | |
| **Topic** | **ChatGPT prompt** | **Your own prompt** |
| **Training programs** | List 5 online training programs for HR analytics and summarize each of them. | *"[Insert prompt]"* |
| **Coaching questions** | “List 10 employee coaching questions for a [insert job title].” |  |

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| **Offboarding** | | |
| **Topic** | **ChatGPT prompt** | **Your own prompt** |
| **Employee exit checklist** | “Create an employee exit checklist for HR.” | *"[Insert prompt]"* |
| **Employee exit questions** | “List 7 employee exit interview questions.” | *"[Insert prompt]"* |
| **Email announcement** | “Create a company email announcing an employee’s departure.” |  |
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