

Top **Free Tools** for HR Professionals

TOOL	WHAT IT CAN DO FOR HR	WHAT YOU GET (FOR FREE)
ChatGPT	Utilize AI to draft emails, create job descriptions, brainstorm ideas, and design employee surveys, saving time on repetitive tasks.	Access to the current ChatGPT model, including limited file uploads and image creation tools.
Perplexity.ai	Use this research assistant to provide insights on HR trends, compliance, and best practices while reducing research time.	Unlimited quick searches and limited advanced pro searches per day.
Claude	Claude follows complex, detailed instructions better than many AI tools; useful when HR tasks require a specific format, tone, or approach.	Free access to Claude with file uploads and web search for up-to-date information.
NotebookLM	Extract key insights from HR documents and resources, with the option to transform content into audio summaries for convenience.	Single-click summary generation, document upload, and audio conversion.
Workable Free Tools for Managers	Helps create job descriptions, conduct interviews, and generate offer letters, streamlining the recruitment process.	Up to 30 AI uses per day or 100 per month when logged in.
HR Roadmap Generator by Wowledge	Create tailored, step-by-step roadmaps for HR initiatives to align with organizational goals.	Save and manage custom HR roadmaps with access to best practice resources.
Notion	A collaborative workspace to document HR policies, manage projects, and organize knowledge bases.	Free plan includes page analytics, checklist creation, and shared workspaces.
Calendly	Simplify meeting scheduling by enabling employees and candidates to book time slots based on availability.	Unlimited 1:1 meetings, one event type, and calendar integration.
Free HR templates by Leaveboard	Access pre-made templates for leave requests, attendance tracking, and employee communication.	Free download of 80+ customizable templates.
HR Career Map by AIHR 	Explore HR career paths, roles, and opportunities for growth with this interactive tool.	Personalized career planning and role-specific information.
Grammarly	Ensure error-free communication by proofreading emails, policies, and reports.	Free grammar checker and 100 AI prompts for writing suggestions.
Canva	Design visually compelling HR resources like onboarding guides, training materials, and presentations with ease.	Free access to templates, graphics, and drag-and-drop design tools.
YouLearn	Break down videos or documents into summarized takeaways and gain instant answers to your questions.	5 AI chats and free uploads of up to 3 files or videos per day.
GeniusReview for 360° AI Performance Reviews	Streamline performance reviews by generating personalized feedback for employees based on pre-set criteria.	Free tools to create and customize employee reviews.
Dictanote	Convert spoken words into text for quick drafting of notes, tasks, or meeting minutes.	Dictation in over 50 languages with data security features.