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100 HR TIPS TO MASTER CLAUDE



Cowork Setup

01 Download the desktop app. Not the browser.	06 One template per deliverable: JD, policy, performance review, offer letter.
02 Create a shared folder on your PC called 'COWORK' that you can access from your work phone.	07 Name files by what they do, not what they are. "JD-senior-HRBP" beats "Document1-final-v3".
03 3 subfolders: Projects, Templates, Outputs.	08 Point Claude at the COWORK folder once. It works from there.
04 Drop in your HR + org strategy, HR goals, and policy documents.	09 Update the About Me file every quarter. Your role shifts. Claude needs to know.
05 Add an "About Me" file: your role with clear responsibilities, your company, your HR stack.	10 Keep the folder lean. 20 great files beat 200 mediocre ones.

Pick the Right Model

11 Opus 4.7 + Extended Thinking for complex (workforce) planning and policy drafting.	16 If the task has a right answer, use the smallest model that gets there.
12 Sonnet = job description edits. Haiku = scanning CVs and policies.	17 If the task needs judgment, upgrade the model before you upgrade the prompt.
13 The model matters less than the prompt.	18 Switch models mid-chat. Ideate and draft with Opus, edit with Sonnet.
14 Extended Thinking for anything related to advanced policies.	19 Keep Opus usage limits in mind.
15 Skip Extended Thinking for drafting emails and meeting notes. It will overcomplicate.	20 Split complex tasks into smaller steps for better output.

Prompting

21 Stop writing long prompts. Files > prompts.	26 Tell Claude who the output is for. "For the CHRO" and "for line managers" land differently.
22 One task per prompt. One. Not five.	27 Ask for the output format up front. Table, bullets, memo, Slack message.
23 Say "Does NOT sound like" to kill the corporate -AI voice in your comms.	28 If the first draft misses, don't start over. Tell it what's wrong.
24 Give the task, not the method. Let it figure out the approach.	29 "Be critical" beats "be helpful" when you're pressure-testing a decision.
25 Show an example of what "good" looks like. Tell > explain.	30 Save your 10 best prompts. Reuse them. Upgrade them into skills. Don't reinvent.

AskUserQuestion Tool

31 Start every first prompt with "Start with AskUserQuestion."	36 Use it for policy writing. It asks about jurisdiction, audience, tone.
32 Claude builds you a clickable form. Click your answers.	37 Use it when a stakeholder hands you a vague brief. Let Claude narrow it.
33 It asks the right questions so you don't have to spec every detail.	38 Skip it for tasks you've done 50 times. You already know the spec.
34 If the direction is wrong, say so. It rebuilds instantly.	39 Works best with Opus. The questions are sharper.
35 Use it for JD drafting. It asks about level, scope, must-haves.	40 BUT a complete prompts always beats AskUserQuestion.

Connectors

41 Settings → Connectors → Browse → Add.	46 Most enterprise connections are still being built — this will only get better
42 Start with Atlassian, SharePoint, or Drive. That's where your HR policies already live.	47 Connect Gmail for drafting responses in your voice. It reads your sent folder.
43 Connect Slack, Microsoft 365, Miro, Gmail.	48 Connect Notion if your people ops playbook lives there.
44 Free on all plans. No extra cost.	49 Disconnect what you don't use. Fewer surfaces, cleaner context.
45 Claude reads your actual files. No more exporting and re-uploading.	50 Be deliberate about what Claude can see. Permissions matter in HR.

The HR Plugin

51 Cowork → Customize → Browse → Install.	56 Policy plugin: still get legal review. Plugins draft, you edit, lawyers approve.
52 Pick the HR plugin. Compensation benchmarking, policy drafting, job architecture.	57 JD plugin: feed it your leveling framework, competency framework, similar jobs.
53 Type "/hr" to trigger any plugin command instantly.	58 Build an internal plugin for your competency model. Once. Reuse forever.
54 Customize to match your company voice and EVP.	59 Read the detailed skills, most of the skills are a first draft, not production-ready.
55 Comp benchmarking plugin: verify the sources. More input = better benchmark.	60 Duplicate plugin skills to improve them and share them with the team.

Claude in Excel

61 Install "Claude by Anthropic" from the Microsoft Marketplace.	66 Ask it to explain what a predecessor built. Saves days of reverse-engineering.
62 It reads every tab. Explains headcount formulas in plain English.	67 Use it for attrition analysis. It spots patterns across tabs.
63 Drop a PDF salary survey in. Claude extracts the tables for you.	68 Never paste sensitive pay data into the web chat. Use a paid corporate account.
64 No macros. Claude highlights every cell it touches.	69 Always double-check the math on anything that changes a paycheck.
65 Use it to audit comp bands. It'll flag outliers you missed.	70 Treat it as a junior analyst. Fast, capable, still needs review.

Claude Skills

71 Skills are reusable instructions Claude loads on demand. Build once, trigger forever.	76 Put your leveling framework, tone rules, and must-include clauses inside the skill.
72 Install from the skill library or write your own. No code required for most.	77 One skill per job. Don't build a mega-skill that does everything badly.
73 Name the skill for the job, not the tool. "comp-band-analysis" beats "my-skill-v2".	78 Test the trigger. Ask a fresh question and see if Claude picks the right skill unprompted.
74 The description field is everything. It's how Claude knows when to trigger the skill.	79 Share skills across your HR team. Consistency beats individual cleverness.
75 Write skills for tasks you repeat weekly: JD drafting, inbox cleaning, policy reviews.	80 Version your skills like policies. Date them. Review quarterly. Retire the stale ones.

Artifacts

81 Headcount dashboards, attrition trackers, comp models — inside the chat.	86 Build a quick interactive calculator when a stakeholder asks "what if."
82 They work automatically in Cowork.	87 Use them to visualize survey data before you write the exec summary.
83 Preview before you export. Edit it live. Then copy.	88 Only share confidential Artifacts within your team plan. Never publicly.
84 Share with non-Claude colleagues through the share button.	89 Iterate inside the Artifact. Don't restart the conversation.
85 Use Artifacts for one-pagers to the CHRO. They land better than slides.	90 Save the best Artifacts as templates. Reuse beats rebuild.

Advanced Mastery

91 Keep your files under 200 lines. Shorter is better.	96 Don't let Claude make any decisions with consequences — you're in charge and responsible.
92 Avoid AI slop. Just... don't.	97 Always have a human in the loop for anything an employee or colleague will read.
93 Review every output critically.	98 Document your prompts like you document your processes. They're IP now.
94 Claude does 80% of the busywork. You do the 20% that needs judgment.	99 If an output feels generic, it is. Rewrite the brief, not the output.
95 Never let Claude make a termination, promotion, or hire decision. Ever.	100 Teach your team to spot AI voice. It's the new plagiarism.

01 > Run a compensation analysis



Connect your spreadsheet or HRIS export to Cowork, type **/comp-analysis**, then enter role, level, and location details. Claude for HR will read the data, benchmark against available market data, and surface gaps.

HR tip

Use for junior/mid roles only; validate senior benchmarks externally before making offers.

02 > Draft an offer letter



Connect DocuSign to Cowork, type **/draft-offer** and complete the form with info on the role, comp, start date, and key terms. Claude for HR will generate a formatted draft, which will save to your files and be ready for review.

HR tip

Always review for legal accuracy and load your letter template to improve output quality.

03 > Generate an onboarding checklist



Type **/onboarding** with role details, department, location, and start date. Claude will generate the plan and deliver it to Google Drive, or send it via Slack (based on your configuration) to the hiring manager.

HR tip

Tailor inputs carefully and connect HRIS/policies for role-specific, compliant plans.



Claude for HR

6 Use Cases

04 > Create a people report



Connect your Excel, Google Sheets, or HRIS export, type **/people-report**, then specify the period, audience, and metrics to include.

HR tip

Specify the audience upfront and add your organizational context to interpret trends correctly.

05 > Structure a performance review



Type **/performance-review** with the employee's role, review period, goals, and feedback. Claude will generate the draft and save it to your files for manager review.

HR tip

Treat it as a draft only; managers must check and personalize every performance review document.

06 > Find and explain company policy



Connect policy documents in Google Drive to Cowork, then type **/policy-lookup** and enter your question (e.g., "How does parental leave apply to fixed-term contract employees?"). Claude will search your documents, find the relevant section, and rewrite it in the format you tell it you want.

HR tip

Keep source documents updated and review responses for cases that are sensitive or carry legal risk.



CLAUDE FOR HR

Draft an Offer Letter

1 How to get the Claude for HR plugin



Download and install the Claude Cowork app.

Go to claude.com/download and select the version for your OS (Cowork is included).



Switch to Cowork mode.

Open the app, use the mode selector on top to click the 'Cowork' tab, then click 'Customize' in the left sidebar (you manage plugins, skills, and connectors here).



Install the HR plugin.

Click 'Browse plugins,' find the 'Human Resources' plugin (published by Anthropic), and install it.



Connect your tools.

Also via the Customize menu, add connectors for Google Workspace, Microsoft 365, DocuSign, Slack, and any other tools you use.



Set your global instructions.

Go to Settings > Cowork > Global Instructions to specify your preferred output formats, tone, and any company-specific context for Claude.



Start using slash commands.

Type / in the Cowork chat to see all available HR commands, and trigger any workflow instantly.

2 Draft an Offer Letter

Provide details on job role, level, compensation, start date, and terms. Claude for HR will generate a formatted offer letter draft for your review and DocuSign routing. The quality depends on your setup; customizing the plugin with your standard template produces a much tighter output.



HR Tip: Be sure to review the final document before it reaches your candidate, because Claude for HR can't verify the accuracy of compensation or jurisdiction-specific legal requirements.

3 How to use it



1 Connect DocuSign to Cowork

2 Type /draft-offer, and complete the form with info on the role, comp, start date, and key terms.

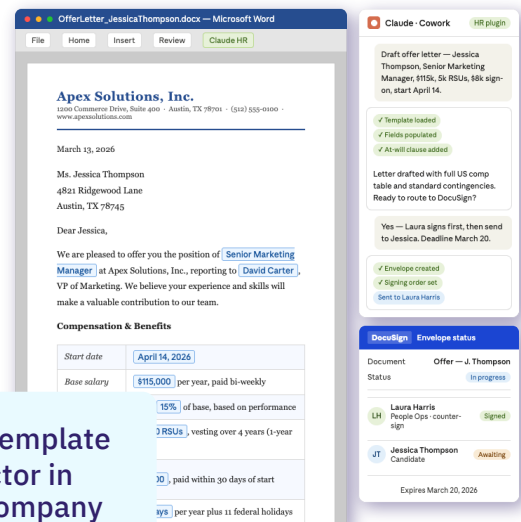
Claude for HR will generate a formatted draft, which will save to your files and be ready for review.

4 Expected output

- ✓ Fully formatted offer letter with all specified terms
- ✓ Direct path to DocuSign routing once you've approved the letter



Practical Tip: Load your standard offer letter template into the plugin setup first. It's the single biggest factor in improving output quality and aligning it with your company standards.





CLAUDE FOR HR

Run a Compensation Analysis

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Set your global instructions.

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Start using slash commands.

Type / in the Cowork chat to see all available HR commands, and trigger any workflow instantly.

2 Run a compensation analysis



Connect your pay data (Excel, Google Sheet, or HRIS export), specify role, level, and location, and Claude will build a structured analysis. This includes internal pay versus market ranges, outliers, equity gaps, and a plain English summary.



HR Tip: Use it only as an initial orientation for junior and mid-level positions, and validate it against a dedicated benchmarking platform before making any offer.

3 How to use it

Connect your spreadsheet or HRIS export to Cowork, type /comp-analysis, then enter role, level, and location details. Claude for HR will read the data, benchmark against available market data, and surface gaps.

4 Expected output

- 1 Pay vs market table with flagged outliers & equity gaps
- 2 Plain English summary, e.g., "Sales team median pay is 12% below market; recommended range: \$80k-\$90k"
- 3 Stated assumptions and data sources to help you know exactly what to validate.

Name	Role	Level	Current base	Market P50
J. Williams	Software Engineer	L4	\$128,000	\$130,000
M. Johnson	Senior PM	L5	\$138,000	\$152,000
K. Davis	UX Designer	L3	\$101,000	\$99,000
T. Anderson	Data Analyst	L3	\$88,000	\$97,000
B. Martinez	Engineering Mgr	L6	\$178,000	\$175,000
S. Thompson	Recruiter	L3	\$72,000	\$81,000
C. Wilson	Finance Analyst	L4	\$112,000	\$110,000

Claude · Cowork HR plugin

Flag anyone below market P50 and calculate the cost to bring them to P50.

✓ Market data loaded
✓ 3 gaps flagged

3 employees are below P50:

- M. Johnson — +\$14k needed
- T. Anderson — +\$9k needed
- S. Thompson — +\$9k needed

Total adjustment: \$32,000
Flagged rows highlighted

Draft a summary memo I can take to the CFO.

Drafting memo...

Opening a new Word doc with a 1-page compensation equity memo — pre-filled with these figures and a recommended approval ask.

Ask Claude...



Practical Tip: Your compensation analysis data updates automatically when you update the connected spreadsheet. Before setting offers, always cross-reference senior-level outputs against third-party comp platforms such as Figures, Mercer, or Ravio.

figures

Mercer

ravio



CLAUDE FOR HR

Create a People Report

1 How to get the Claude for HR plugin



1 Download and install the Claude Cowork app.

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2 Switch to Cowork mode.

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4 Connect your tools.

Also via the Customize menu, add connectors for Google Workspace, Microsoft 365, DocuSign, Slack, and any other tools you use.

3 Install the HR plugin.

Click 'Browse plugins,' find the 'Human Resources' plugin (published by Anthropic), and install it.

5

Set your global instructions.

Go to Settings > Cowork > Global Instructions to specify your preferred output formats, tone, and any company-specific context for Claude.

6

Start using slash commands.

Type / in the Cowork chat to see all available HR commands, and trigger any workflow instantly.

2 Create a people report



Feed in the metrics you're already tracking, such as headcount, attrition, time to fill, and engagement. Claude for HR will generate a readable narrative report with trends surfaced, formatted for your audience.



Insight: Claude for HR can pull data from Excel, build the narrative, and generate a board-ready PowerPoint in a single workflow.



Claude can't interpret business context. For instance, a spike in attrition means different things in different climates, so you must craft the narrative yourself.

3 How to use it



- 1 Connect your Excel, Google Sheets, or HRIS export.
- 2 Type /people-report, then specify the period, audience, and metrics to include.

4 Expected output

- ✓ Structured people report covering headcount, attrition, diversity, and organizational health.
- ✓ Optional board-ready PowerPoint generated from the same data, with no manual reformatting required.



Practical Tip: Specify your audience upfront. A board report reads differently from a CHRO update, and Claude for HR will calibrate depth and language accordingly.