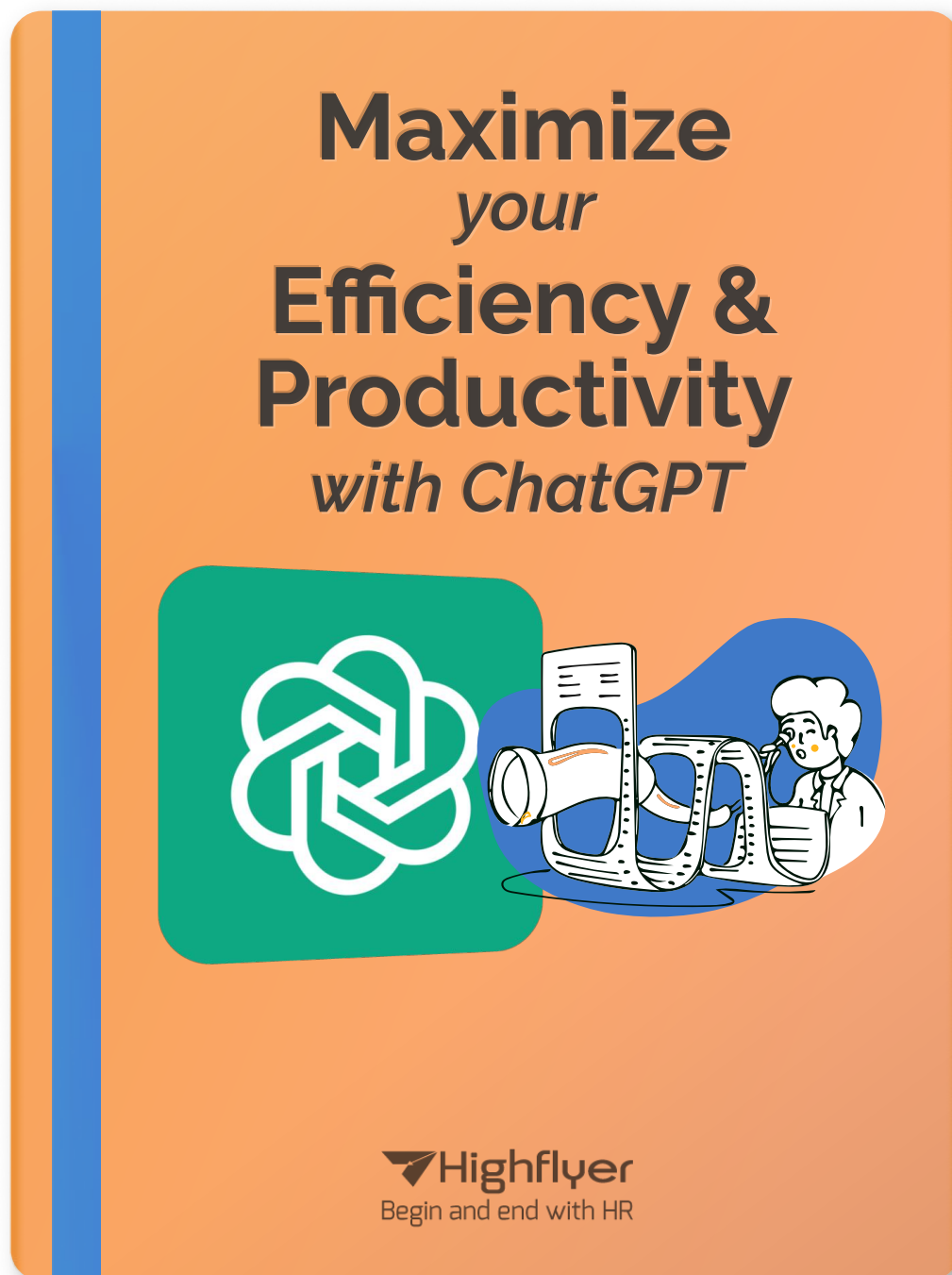


AI Prompt Guide + Examples for HR



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6 Key Prompt Components

TASK

Clearly define your end goal.

CONTEXT

Tailor your response

EXAMPLES

Mimic style, structure, tone

PERSONA

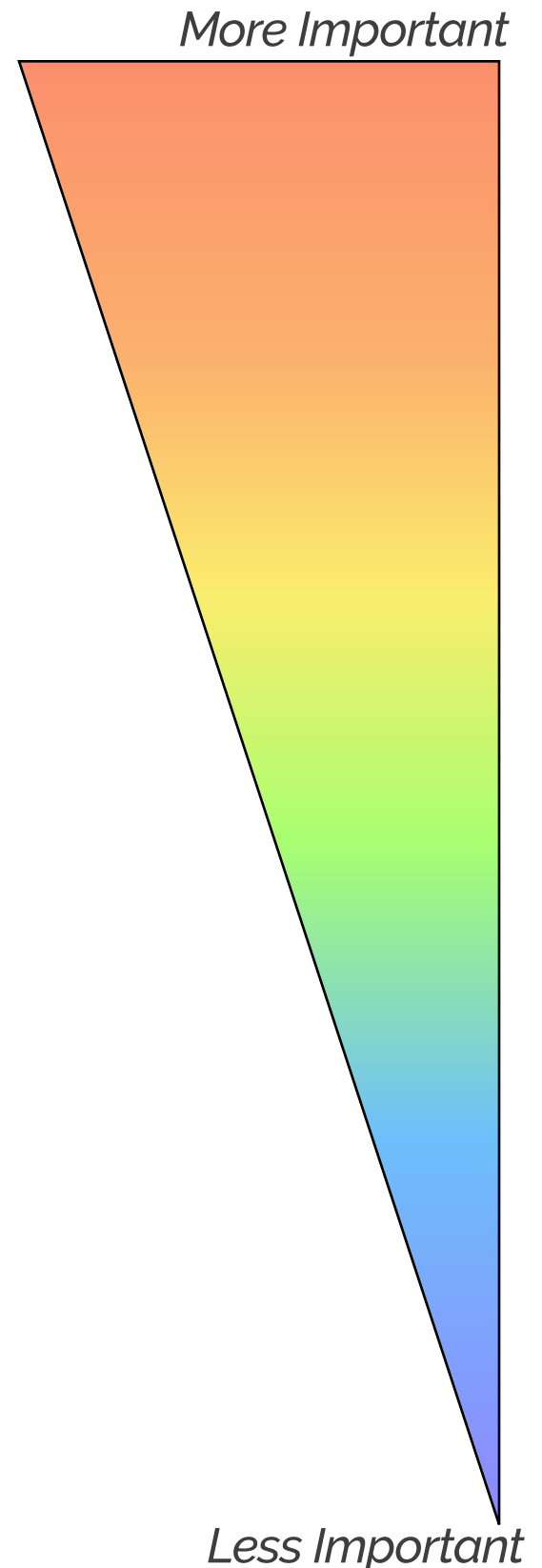
Embody a specific expertise

FORMAT

Bullet points, markdown, table

TONE

Add layer of emotional context



You are a Human Resources professional who manages job posting and talent acquisition for a hospital.

You want to maximize reach on a new talent acquisition campaign using LinkedIn.

Write a post for LinkedIn to best maximize clarity and reach. Use the following viral LinkedIn post format as reference.

The message should clearly state [Hiring - CMO] in the beginning, followed by a personable paragraph describing the open position, ideal qualifications, and company values. Also include a detailed outline of the job description, pay, location, and any relevant information that would benefit interested candidates.

Use friendly, formal language.



Prompts Examples:

Human Resources

1. As an HR professional, I need you to draft an inclusive workplace policy that covers diversity and anti-discrimination practices. This policy will be included in our Employee Handbook.
2. Create a comprehensive employee wellness program, focusing on mental health and work-life balance.
3. I need a step-by-step guide for conducting effective employee performance reviews.
4. Develop a system for managing and tracking employee benefits, including health insurance and retirement plans.
5. Draft a plan for an internal mentoring program to foster career development and knowledge sharing.
6. Create a detailed onboarding process for new hires that encompasses company culture and essential training.
7. I need a conflict resolution protocol for addressing workplace disputes.
8. Develop a strategy for implementing flexible working arrangements, like remote work and flextime.
9. Draft an employee satisfaction survey to gauge workplace morale and identify areas for improvement.
10. Create a guide for managers on how to handle sensitive employee issues with discretion and empathy.



11. I need a template for an employee handbook that covers company policies, procedures, and expectations.
12. Develop a plan for regular HR audits to ensure our practices remain current and effective.
13. Draft a company-wide communication regarding changes in HR policies or benefits.
14. Create a framework for succession planning in key leadership roles.
15. I need a strategy for promoting a culture of continuous learning and professional development.

Prompts Examples: Employee Training

1. I need you to develop a training module on effective communication skills for employees.
2. Create an e-learning course outline for training staff on new software tools.
3. Draft a plan for a workshop on leadership skills for mid-level managers.
4. Develop a series of short, engaging training videos on customer service best practices.



5. I need a curriculum for a comprehensive training program on workplace safety and compliance.
6. Create a feedback form for employees to evaluate the effectiveness of training sessions.
7. Draft a yearly training calendar that includes both mandatory and optional training for different departments.
8. Develop a guide for managers on how to identify training needs within their teams.
9. Create a resource list for ongoing professional development opportunities in our industry.
10. I need an interactive training session plan focused on team building and collaboration.
11. Develop a training program for new hires that encapsulates company culture, values, and essential skills.
12. Draft an instructional guide for implementing a cross-training initiative to enhance team versatility.
13. Create a strategy for utilizing external trainers or resources to supplement our in-house training.
14. I need a plan for keeping remote employees engaged and included in training initiatives.
15. Develop a method for tracking employee training progress and the impact on their performance.



Prompts Examples:

Legal Compliance

1. I need you to compile a checklist of current employment laws in Louisiana and regulations that we need to comply with.
2. Create a guide for managers on how to conduct legally compliant job interviews.
3. Draft a policy that ensures our company's adherence to data protection and privacy laws.
4. Develop a training session for employees on understanding and preventing workplace harassment.
5. I need an audit plan for reviewing our HR practices and ensuring they meet legal standards.
6. Create a procedure for handling employee complaints in a legally compliant manner.
7. Draft a briefing on recent changes in employment law that could affect our business operations.
8. Develop a compliance checklist for our employee benefit programs.
9. Create an overview of mandatory reporting requirements for workplace incidents.
10. I need a template for a legally sound employee termination process.



11. Develop a guide on maintaining compliance in a remote or hybrid work environment.
12. List 10 key HR policies an organization with [insert number] of employees in [insert industry] should have.
13. Draft a memo on the legal implications of employee social media use and company policy.
14. Create a system for regularly updating our HR team on legal developments in our industry.
15. I need a plan for conducting regular legal compliance training for all employees.
16. Develop a strategy for engaging with legal experts to periodically review our HR policies.

Prompts Examples: Crisis Management & Communication

1. As an HR leader, I need a crisis management plan that addresses potential internal crises like leadership changes or layoffs.
2. Develop a communication strategy for keeping employees informed during a crisis situation.
3. I need a guide for training HR staff in crisis response and employee support.



5. Create a template for an emergency contact list, including key HR personnel and external resources.
6. Draft a protocol for internal communication during sensitive situations, ensuring confidentiality and sensitivity.
7. Develop a system for assessing and addressing the impact of a crisis on employee morale and mental health.
8. I need a checklist for HR's role in business continuity planning and execution.
9. Create a training module on crisis communication skills for HR representatives.
10. Draft guidelines for liaising with external crisis management professionals when necessary.
11. Develop a framework for post-crisis evaluation and learning to improve future responses.
12. I need a strategy for managing external communications regarding employee-related issues during a crisis.
13. Create a plan for offering employee assistance and support services in the event of a crisis.
14. Draft a policy on employee confidentiality and privacy protection during and after a crisis.
15. Develop a template for a crisis response communication to employees, ensuring clarity and empathy.
16. I need a method for monitoring and managing rumors or misinformation among employees during a crisis.



Prompts Examples:

Recruitment

1. I need you to create a recruitment strategy that targets diverse talent and promotes inclusivity.
2. I am interviewing this candidate (LinkedIn profile link) for the role of (role title) at (company name). Draft 10 questions I should ask in the interview.
3. Develop a job description template that accurately reflects the roles and responsibilities of positions.
4. Develop a job advertisement for the position of (Job Title) for) Company Name that will be posted on Indeed and other Job search engines. Please make the job advertisement less than 325 words, focusing on the following keywords.
5. Analyze these 14 resumes and answer the following questions: Which 3 candidates have the most experience in "mobile app development"? Can you identify all the candidates with proficiency in "Java"? Can you identify all the candidates that mention attention to detail in their cover letters or resume? If any candidate appears in the answer to all 3 questions, please identify them."
6. I need a structured interview process that effectively evaluates candidates' skills and cultural fit.
7. Create a plan for leveraging social media and professional networks to attract top talent.
8. Draft an onboarding plan that ensures a smooth transition for new hires into our company culture.
9. Develop a system for tracking and analyzing recruitment metrics to improve our processes.



10. Create a training program for hiring managers on unbiased and fair recruitment practices.
11. Draft a candidate rejection email template that is polite and constructive.
12. Develop a program for college recruiting, including campus visits and internship opportunities.
13. Create a checklist for ensuring legal compliance in our recruitment and hiring processes.
14. Draft a referral program that encourages current employees to recommend quality candidates.
15. Develop an employer branding strategy to make our company more attractive to potential candidates.
16. I need a method for effectively integrating temporary or contract workers into our team.
17. 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.

Prompts Examples: People Management

1. As an HR expert, I need you to develop a guide on effective people management techniques for new managers.
2. Create a system for setting and tracking team goals and individual performance metrics.



5. I need a plan for handling underperformance in a team, including coaching and improvement strategies.
6. Develop a framework for conducting regular one-on-one meetings between managers and their team members.
7. Draft a guide on how to effectively recognize and reward employee achievements.
8. Create a conflict resolution toolkit for managers to handle team disputes.
9. I need a strategy for promoting collaboration and teamwork in a diverse workplace.
10. Develop a set of best practices for managing remote or hybrid teams effectively.
11. Draft a plan for manager-led career development discussions and growth opportunities.
12. Create a method for assessing and improving employee engagement within teams.
13. I need a template for a development plan for employees looking to advance their careers.
14. Develop a guide for managing generational differences in the workplace.
15. Draft a policy on maintaining work-life balance for employees, including guidelines for managers.
16. I need a system for managers to provide regular, constructive feedback to their team members.



Prompts Examples:

Employee Engagement

1. Create an employee engagement survey using the Gallup Q12+ model.
2. Summarize the responses to this survey question. Highlight the most common issues mentioned in the responses.
3. Suggest 15 ideas for an employee recognition program for a Construction Company with 500 employees. Write a to-do list for executing each one.
4. What are some of the most effective feedback mechanisms that companies are using today? I'm looking for tools or systems that promote transparency and continuous feedback, especially suitable for remote teams.
5. We're noticing signs of burnout among our staff. Could you help me compile a set of initiatives or workshops that focus on mental health and wellness, specifically aimed at combating employee burnout?
6. I need to revamp our internal communication strategy to boost engagement. Could you outline a plan that includes different communication channels like intranets, newsletters, and regular town hall meetings?
7. I'm planning a quarterly team-building retreat. Propose a detailed agenda including activities promoting collaboration, and fun, suitable for a diverse group of employees."

Bonus Prompts ↓



Compensation

1. What is the average compensation for a (Title position) in (City,State).
2. List 7 steps HR should follow when creating a compensation strategy

Onboarding

1. Create a new hire welcome email for a [insert type of position] using [insert your company's name] tone of voice
2. List 5 best practices for onboarding a new employee.
3. Create an onboarding evaluation survey with 10 questions that the employee will get after their first 30 days.

Offboarding

1. Create a new hire welcome email for a [insert type of position] using [insert your company's name] tone of voice
2. List 5 best practices for onboarding a new employee.
3. Create an onboarding evaluation survey with 10 questions that the employee will get after their first 30 days.



Learning & Development

Hello ChatGPT, I am the HR Director for a company with 500 employees. We are looking to overhaul our current learning and development programs to better align with our strategic objectives and enhance employee skills.

I need your assistance to:

Identify Core Competencies and Skills Gaps: Analyze the various roles within our organization to identify critical skills and competencies that are necessary for our current and future business success. Suggest a methodology or tools that can help us systematically identify skills gaps across departments.

Develop a Tailored L&D Program: Based on the identified skills gaps, provide a detailed framework for a learning and development program that includes both soft skills (like leadership and communication) and hard skills (specific to our industry). Recommend types of learning interventions (e.g., online courses, workshops, on-the-job training, and external seminars) and explain their advantages and potential effectiveness in our context.

Measure Effectiveness and Impact: Propose a set of metrics and tools to evaluate the effectiveness of the implemented learning programs. Explain how to track and analyze these metrics to continuously improve our L&D initiatives.

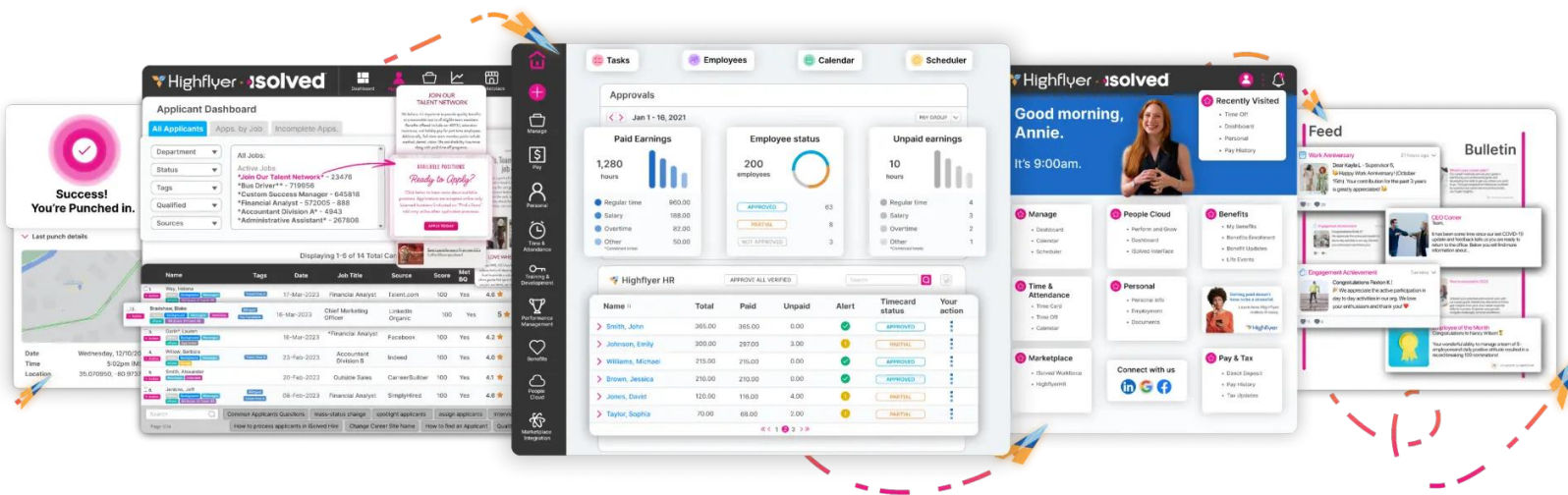
Engage and Motivate Employees: Offer strategies to increase employee participation and engagement in learning programs. Provide ideas for marketing these programs internally to maximize enrollment and participation rates.

Integration with Performance Management: Discuss how the L&D programs can be integrated into our existing performance management system. Describe how this integration can help in performance appraisals and career path planning for employees.

Budget Considerations: Outline key considerations for budgeting for L&D programs, including cost-effective learning solutions and potential ROI calculations. Future-proofing L&D Programs: Suggest ways to keep our learning and development programs agile and responsive to changes in industry trends and technology advancements. Please provide a comprehensive response that includes examples, best practices, and actionable steps that we can start implementing immediately



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