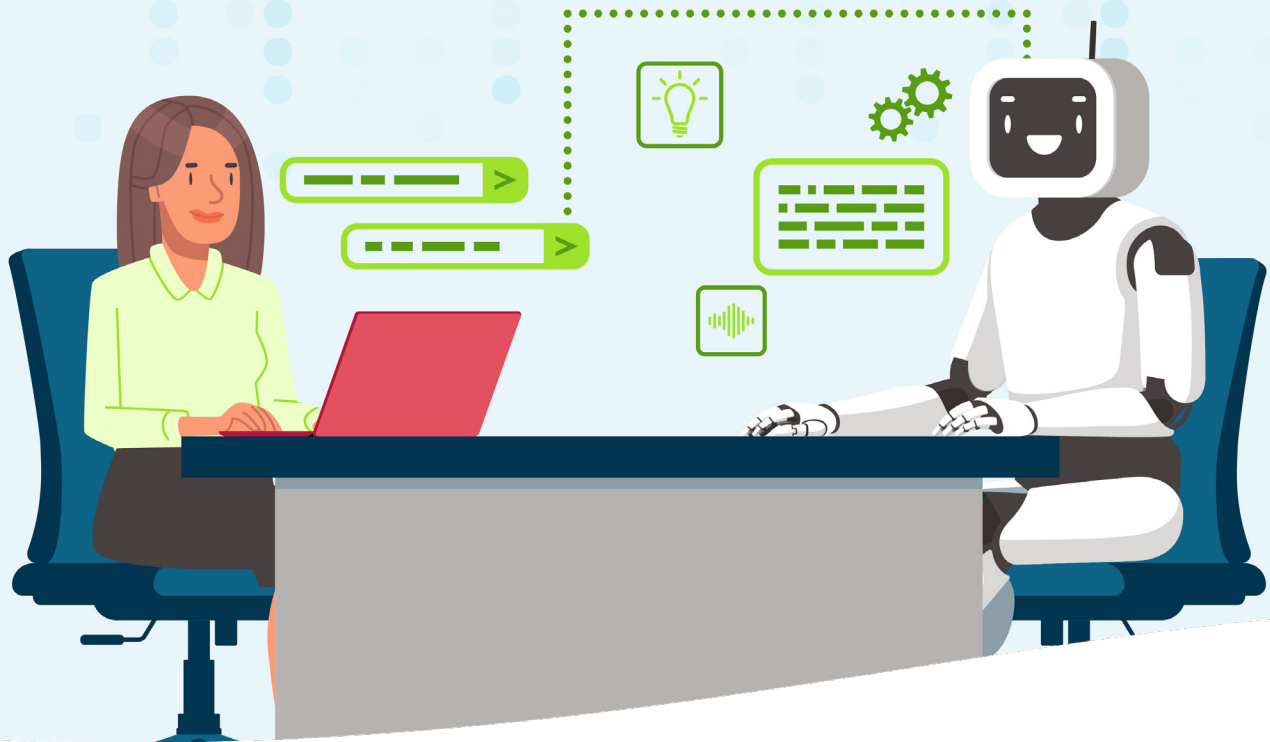


# ChatGPT Prompts

## FOR EASIER HR



**You only get so many hours in the workday. Let ChatGPT save you time by helping you create templates, produce creative ideas for your team, review reports, and more!**

### **How to Master ChatGPT**

It takes a bit of strategy and practice to master ChatGPT or any **generative AI**. Our pre-written prompts are a great jumping off point, but you may need to provide additional context or ask follow-up questions to refine the AI's output and get exactly what you want. Asking follow-up questions or providing source material and examples for the AI to reference will help it understand your needs more precisely and better tailor information to you.

Your questions and prompts should be as specific and clear as possible to generate the most useful answer.

For example, rather than ask, “How can I use AI at my business?” try asking, “What are ways I can use AI to streamline the onboarding process at my e-commerce business with 15 employees?” You could continue to ask questions from there about specific suggestions or ask for even more suggestions.

While AI can be a useful tool, ChatGPT doesn’t always get it right, so remember to use your human judgment to review responses. And while AI might be able to give you some great advice, it isn’t a replacement for consulting with your legal counsel on matters of **compliance**.

Start with these easy prompts and questions, and be sure to make them even more specific to your business and needs.

## 14 HR Prompts for ChatGPT

### 5 CHATGPT PROMPTS FOR HIRING

**Job Description:** Write a job description for a [role] position at my [industry] company.

**Hiring Questions:** Can you give me [number] compelling interview questions I can ask interviewees for a [job] role that will help me make an unbiased decision?

**Reference Questions:** My candidate for a [job] role gave me [number] references. What questions should I ask them to get the best information on the candidate? What questions should I avoid asking?

**Offer Letter Template:** Write an offer letter template. Include information on the role, start date, salary, signing bonus, [other info you’ll need].

**Rejection Letter Template:** Create a respectful and professional rejection letter template for a/an [role] in my [industry] company.



### 6 CHATGPT PROMPTS FOR EMPLOYEE ENGAGEMENT

**Icebreaker Ideas:** Give me 5 ideas for professional, but fun, icebreaker questions I can ask to help my new hire get to know their team.

**Retreat Agenda:** Create an agenda for a [number of days] onsite retreat for our [role] team. Include a mix of professional development ideas, icebreaker games, and fun activities to help the team bond.

**Virtual Team Building Brainstorm:** I need ideas for a team-building activity. We’re a fully remote team, so the activity will be held virtually. I have [X] number of people on my team and a budget of [\$XX] per person.

**Onsite Team Activity Ideas:** My team of [X] people have been given [\$XX] per person for a team activity. What are some ideas for activities we could do in [location]?

**Summarize Survey Results:** Find common positive and negative themes among these employee engagement survey results, and give me ideas for promoting the positives and improving the negatives.

**Internal Comms Memo:** Write an internal memo I can send to employees about a new [X] program I’m rolling out on [date]. (Note: Remember to include as many details about the program as you can!)

### 3 CHATGPT PROMPTS FOR PERFORMANCE MANAGEMENT

**Self-Assessment Questions:** What [number] questions can I ask on a self-assessment sent to all my employees to get the most impactful and actionable responses?

**Peer Feedback Questions:** Give me [number] questions I can ask on a professional peer feedback assessment.

**Goals:** I am a [role], and I need to create [number] goals that will help me work toward a promotion. What are some ideas for goals I could set? (Note: Include additional details about your role responsibilities and company’s mission to get more applicable goal ideas.)

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