



HR PROMPT PLAYBOOK

# 50 ChatGPT Prompts for HR Professionals

Copy-paste-ready prompts for recruiting, onboarding, performance reviews, engagement, analytics and more — works with ChatGPT, Claude, Gemini & Copilot.

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## About this guide

Each prompt below is written so you can copy it, swap out the bracketed details [like this], and paste it straight into ChatGPT, Gemini, Copilot, or Claude — they all respond well to this format. The 50 prompts are grouped into 10 practical HR categories, from recruitment all the way through offboarding.

## What's inside

Recruitment & Job Descriptions	Prompts 1–8
Sourcing & Candidate Outreach	Prompts 9–13
Interview Prep & Candidate Screening	Prompts 14–18
Onboarding	Prompts 19–23
Employee Communications & Policy Writing	Prompts 24–29
Performance Management	Prompts 30–34
Learning & Development	Prompts 35–39
Employee Engagement & Culture	Prompts 40–44
HR Analytics & Reporting	Prompts 45–47
Offboarding	Prompts 48–50

## Recruitment & Job Descriptions

8 prompts · #1–#8

1. Write a job description for a [job title] at [company name], a [industry] company with [team size] employees. Include a short intro about the role's impact, 5–6 responsibilities, 4 must-have qualifications, and 2 nice-to-haves. Tone: [confident / friendly / formal].
2. Here's a job description [paste it]. Rewrite it to remove gendered or exclusionary language (e.g., 'rockstar,' 'must have no gaps in employment') while keeping the responsibilities and requirements accurate.
3. Suggest 5 alternative job titles for [current title] that could attract more qualified applicants. For each, note one pro and one con compared to the original title.
4. Turn this job description [paste it] into a 100-word LinkedIn post announcing the opening. Include a clear call to action and 3 relevant hashtags.
5. Generate 10 interview questions for a [job title] role that assess [specific skill, e.g., 'project management under deadline pressure']. Avoid any questions that could touch on age, family status, health, or other protected characteristics.
6. Write a 2-paragraph compensation philosophy summary for [role/level] based on these data points: [paste salary band, benefits highlights]. This will be included in offer letters — keep it factual and easy to understand.
7. Review this list of qualifications for a [job title] role [paste list] and separate them into 'must-have' and 'nice-to-have.' Flag any requirement that might unnecessarily shrink the applicant pool without being essential to the job.
8. Write a 'day in the life' description (150 words) for a [job title] at our company, to use on our careers page. Base it on these notes about a typical day: [paste notes].

## Sourcing & Candidate Outreach

5 prompts · #9–#13

9. Write a LinkedIn outreach message to a passive candidate for a [job title] role. Mention that I noticed their experience with [specific skill/project]. Keep it under 80 words, warm and not salesy, and end with a low-pressure call to action.

10. Write 3 variations of a follow-up email for candidates who haven't responded to an initial outreach message after 7 days. Each should have a different angle: one curiosity-based, one value-based, one direct.

11. Write a 'why work here' one-pager for recruiting purposes highlighting these three things about our culture: [point 1], [point 2], [point 3]. Tone should feel like it's written by an actual employee, not a marketing team.

12. Draft an internal email announcing our employee referral program for [open role/department]. Explain the bonus structure, how to submit a referral, and why this role matters to the team.

13. Suggest 5 Boolean search strings I could use on LinkedIn Recruiter or a job board to find candidates with the title [job title] and skills in [skill 1], [skill 2], located in [location].

## Interview Prep & Candidate Screening

5 prompts · #14–#18

14. Create a structured interview scorecard for a [job title] role with 5 criteria aligned to the job requirements: [paste requirements]. Include a 1–4 rating scale and a short description of what a '4' looks like for each criterion. (Have this reviewed before use across multiple interviewers.)

15. Write 4 behavioral interview questions to assess [competency, e.g., 'conflict resolution']. For each, include one example of a strong answer and one example of a weak answer, to help interviewers calibrate.

16. Write an email inviting a candidate to a final-round interview for [job title]. Include the format (panel/1:1/virtual), expected length, who they'll meet, and one sentence on what to expect.

17. Write a rejection email template for candidates who reached the final round but weren't selected for [job title]. Tone: respectful, brief, and leaves the door open for future roles. Under 100 words.

18. Create a 5-question candidate experience survey to send after the interview process ends, designed to identify friction points in our hiring process without asking for feedback on the hiring decision itself.

## Onboarding

5 prompts · #19–#23

19. Build a 30-60-90 day onboarding plan template for a [job title] joining [department]. Include weekly milestones, check-in points with their manager, and a list of resources they'll need access to.

20. Write a 3-part welcome email sequence (Day 1, End of Week 1, End of Month 1) for a new hire joining [department]. Each email should be under 150 words and build toward helping them feel settled and confident.

21. Create a one-page guide explaining how our onboarding buddy program works, including what a buddy is expected to do, what they're not responsible for, and a sample 4-week check-in schedule.

22. Write an FAQ document answering 10 common questions new hires ask in their first week, covering topics like [IT setup, benefits enrollment, dress code, expense policy — list what applies].

23. Write a short 'how we work' starter guide for new hires explaining our communication norms (e.g., Slack response times, meeting culture, async vs. real-time expectations) in a friendly, practical tone.

## Employee Communications & Policy Writing

6 prompts · #24–#29

24. Here's a section of our [policy name] policy [paste text]. Rewrite it in plain language an average employee could understand on first read, without changing the meaning or removing any requirements.

25. Draft a company-wide email announcing a change to [policy, e.g., 'PTO accrual']. Explain what's changing, why, when it takes effect, and include a short FAQ section addressing likely employee questions.

26. Write an email to all staff about [organizational change, e.g., 'a department restructure']. Tone should be transparent, calm, and reassuring without overpromising. Keep it under 250 words.

**27.** Create a one-page summary of the steps employees need to take during open enrollment, including deadlines and where to go for help. Format as a numbered checklist.

**28.** Write talking points for managers to use when discussing [sensitive topic, e.g., 'return-to-office expectations'] with their teams. Include 3 likely employee concerns and a suggested response to each.

**29.** Draft a remote/hybrid work policy covering eligibility, core working hours, equipment stipends, and communication expectations. Write it for a [company size]-person company. Flag any sections that should be reviewed by legal or compliance before publishing.

## Performance Management

5 prompts · #30–#34

**30.** Create a performance review template with sections for Key Achievements, Areas for Growth, and Goals for Next Quarter. Include 2–3 guiding questions under each section to help managers write more specific feedback.

**31.** I have rough notes from a manager about an employee's performance this quarter [paste notes]. Turn these into a structured, balanced performance review draft using the template above. Keep the feedback specific and avoid vague phrases like 'good job.'

**32.** Create a SMART goal-setting worksheet employees can fill out during quarterly check-ins, with an example goal filled in for the role of [job title].

**33.** Help a manager prepare for a difficult conversation about [performance issue, e.g., 'missed deadlines on a key project']. Write 4–5 talking points that are direct but empathetic, plus one open-ended question to invite the employee's perspective.

**34.** Write a short recognition message celebrating [employee/team]'s achievement of [accomplishment], suitable for posting in a company Slack channel or newsletter. Keep it genuine, not over-the-top.

## Learning & Development

5 prompts · #35–#39

**35.** Design a 4-week learning path for [skill, e.g., 'data storytelling'] for employees in [role/department]. Include weekly themes, suggested resources (articles, videos, or courses — describe the type, don't invent specific titles), and one practice activity per week.

**36.** Create a lunch-and-learn session outline on [topic]. Include a title, why it matters to employees, a 45-minute agenda (intro, main content, interactive element, Q&A), and 3 discussion questions.

**37.** Build a skills gap analysis template comparing our team's current skills against the skills we'll need for [upcoming initiative/project]. Format as a table with columns for Current Level, Target Level, and Suggested Development Action.

**38.** Write a one-page overview of a new mentorship program, including how mentors and mentees are matched, expectations for both sides, and a suggested meeting cadence for the first 3 months.

**39.** Create a training module outline for managers on [topic, e.g., 'giving constructive feedback']. Include 2 realistic workplace scenarios managers can use for role-play practice.

## Employee Engagement & Culture

5 prompts · #40–#44

**40.** Write 10 pulse survey questions to measure employee sentiment about [topic, e.g., 'workload and burnout']. Use a 1–5 scale for 9 questions and end with one open-ended question.

**41.** I have a set of open-ended survey comments [paste examples or describe themes]. Suggest a structure for summarizing this feedback into 3–5 themes, with an example of how each theme might be worded for a report to leadership.

**42.** Design an employee recognition program framework appropriate for a company with a [budget level, e.g., 'modest'] budget. Include recognition criteria, suggested frequency, and 3 reward ideas that don't rely solely on cash bonuses.

**43.** Create a template for a monthly internal newsletter with sections for: company news, team shoutouts, upcoming events, and a 'culture spotlight' feature. Include a sample for each section.

44. Write announcement copy for a new [wellness initiative, e.g., 'mental health days']. Explain what it is, who it applies to, how employees can use it, and where to go with questions. Tone: warm and clear, not clinical.

## HR Analytics & Reporting

3 prompts · #45–#47

45. Create an outline for a quarterly HR report to leadership summarizing headcount changes, turnover rate, and engagement survey results. Suggest which 3 metrics deserve the most attention based on typical HR priorities.

46. Here's our raw turnover data by department and quarter [paste data]. Write a narrative summary identifying any notable trends and 2–3 possible explanations worth investigating further — be clear these are hypotheses, not conclusions.

47. Translate these HR metrics [paste metrics] into a one-paragraph executive summary connecting them to business impact (e.g., cost of turnover, productivity, hiring timelines) for a board presentation.

## Offboarding

3 prompts · #48–#50

48. Create an offboarding checklist covering IT access revocation, equipment return, knowledge transfer documentation, and final paperwork. Organize it by timeline: before last day, on last day, and after departure.

49. Write a set of 8 exit interview questions designed to surface honest feedback about management, workload, and culture — phrased in a way that feels safe for a departing employee to answer candidly.

50. Write a short farewell announcement to the team about a departing colleague, [name/role], who is leaving on good terms. Tone: warm and appreciative, but brief — 3–4 sentences.



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