

15 ChatGPT Prompts for HR Professionals

This document contains 15 prompts that illustrate how HR can effectively use ChatGPT.

Make sure to adjust your prompts to your organizational context and carefully edit the output before using it. You are responsible for your work, even when you use ChatGPT to produce the content.



HIRING

01 You are an interviewer. Generate a list of six interview questions that will assess a candidate's ability to work remotely and manage themselves effectively. For each question, provide the desired answer (the answer that a highly skilled candidate would give) and the undesired answer (the answer that a low-skilled candidate would give).

02 Generate a comprehensive job description for the role of an account executive responsible for selling high-value medical imaging equipment, such as MRI and CT scanners. The sales process should focus on securing large transactions, and the following characteristics should be included in the job description:

- 4–5 years of experience in a closing role
- An exceptional sense of responsibility
- Continuously overachieved targets
- Strong communication skills
- Experience working for a fast-growing organization
- An insatiable curiosity

03 Design a structured interview guide for HR professionals to assess candidates applying for a midlevel management position. Include the following elements:

- **Key competencies:** Identify the core competencies required for the role, such as leadership, communication, and problem-solving.
- **Interview questions:** Formulate a set of behavioral and situational questions tailored to assess each of the identified key competencies.
- **Evaluation criteria:** Define the criteria for evaluating candidate responses, ensuring a consistent and objective assessment process.



ONBOARDING

04

Develop a comprehensive 30-day onboarding plan for a junior marketer joining an ecommerce company. Ensure the plan includes the following aspects:

- **Industry-specific training:** Introduce the ecommerce landscape and its key concepts.
- **Role-specific training:** Provide guidance on the junior marketer's core responsibilities and tasks.
- **Collaborative campaign involvement:** Involve the new hire in ongoing marketing campaigns to foster teamwork and practical experience.
- **Skills development opportunities:** Offer resources and learning opportunities for personal and professional growth tailored to the junior marketer's needs.

The goal is to create an optimal learning experience that enables efficient integration into the organization.

05

Identify five best practices for effectively onboarding new employees from diverse cultural backgrounds, such as those originating from Asian, African, European, Middle Eastern, and Latin American cultures, in a fast-paced organization, ensuring a smooth integration and inclusive environment.



TRAINING AND DEVELOPMENT

06

Generate a list of leadership training programs for high-potential employees and first-time leaders. The programs should focus on developing self-awareness, influencing, and communication skills. The budget is \$2,000 per participant.

07

Design a 120-minute communication training workshop. The audience is junior sales trainees. The workshop should be interactive and have a 20-minute break. The learning objectives for the workshop include:

1. The learner understands the active listening framework (this encompasses listening, summarizing, and asking questions).
2. The learner is able to apply active listening in their conversations with customers.



TALENT MANAGEMENT

- 08 List five methods for evaluating employee performance, excluding annual reviews and 360-degree feedback.
- 09 Create a performance review template for sales representatives working in the edtech industry and primarily doing outbound sales.



EVP AND WORKPLACE CULTURE

- 10 Generate a list of 10 employee wellness initiatives to support mental and physical health. This should be a mix of virtual and on-site initiatives.
- 11 Design an employee engagement survey for an organization with 500 employees, focusing on the following key areas: job satisfaction, career development, team dynamics, and organizational culture. Provide at least two questions for each area, totaling a minimum of eight questions. The output should be a table.



HR ADMIN

- 12 Provide a salary benchmark for a senior software engineer role in San Francisco with seven years of experience.
- 13 Develop a comprehensive compensation philosophy for a large multinational insurance company headquartered in the US. The philosophy should reflect the company's commitment to paying above-market salaries, fostering a young and dynamic workforce, and remaining competitive within the industry. Address components such as base salary, variable pay, benefits, and growth opportunities.



COMMUNICATION

- 14 Create an outline for a one-hour, fun get-to-know meeting between a team and a new hire. Include the following elements:
- **Icebreaker activity:** Suggest a fun and engaging icebreaker that will help the team and new hire feel comfortable and encourage interaction.
 - **Example questions:** Provide a set of funny but appropriate sample questions that team members can ask the new hire during the meeting to facilitate a better understanding of their background, personality, experiences, and interests.
- 15 As the head of HR, draft a one-page summary highlighting the key achievements and successes of the HR department during the past year. Include milestones such as the introduction of a new remote work policy, the implementation of a new ATS, team expansion, and the hiring of new employees.