

# Creating an AI Prompt Template

GUIDE

# Create a Prompt Template

**As HR professionals, creating effective AI prompts is essential for tasks such as drafting job descriptions, summarizing feedback, or generating training materials.** In this activity, you will design a reusable AI prompt template tailored to a task you frequently perform in your role.

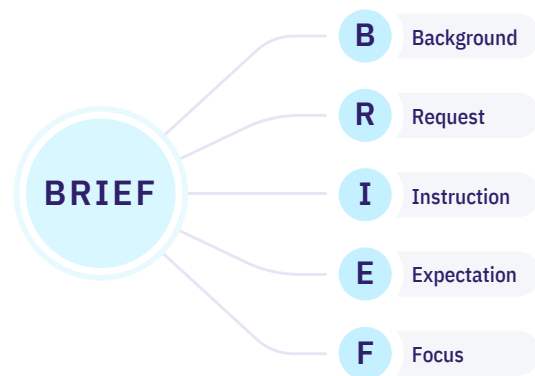
Use this guide to write a structured and reusable AI prompt template using the BRIEF framework to ensure clarity, consistency, and effectiveness when working with AI.

## 1 Choose a recurring HR task

Choose an HR task you frequently perform and that follow a predictable pattern like job descriptions, performance reviews, or onboarding emails. Think about tasks that require consistency or significant manual effort, as these are ideal candidates for a prompt template.

## 2 Write a prompt with the BRIEF framework

Write a prompt using the BRIEF framework. Make sure to be as specific as possible in each section to ensure the AI generates an accurate response.



## 3 Add placeholders

To make your prompt reusable, add placeholders for details you'll change each time like [job title], [department], and [key skills] in a job description.

## 4 Test and refine the template

Use your prompt template by filling it in with real or hypothetical data to see how well it performs. Review the AI-generated output for clarity, relevance, and alignment with your expectations. Refine the wording of your prompt aiming for a template that consistently delivers the desired outcome.

## 5 Save and document the template

Save your template with a clear title, such as "Job Description Prompt Template." Add instructions and examples for each placeholder to ensure it's easy for colleagues to understand and use. This will help your team apply the template consistently and effectively.

# Example Prompt Template: Job Description

**Notice how each section of the BRIEF framework contributes to a clear and effective job description.**

1. Input your customized template into an AI tool.
2. Replace placeholders like [role title] with specifics for your role. Adjust the “Focus” section to highlight your priorities.
3. Review and adjust it if the output doesn’t meet your expectations.

## PROMPT

This task involves creating a job description for a [role title] in the [department/team name]. The description should attract qualified candidates and reflect our company culture.

Draft a job description that includes the following:

- A brief overview of the role and its importance to the team/company.
- A list of key responsibilities (minimum of five).
- A list of required and preferred qualifications (minimum of five).

Use a professional yet approachable tone. Format the response as follows:

- A brief introductory paragraph about the role.
- A bulleted list of both responsibilities and qualifications.
- Keep the response concise, with a maximum length of 300 words.

Highlight [specific priorities], such as creativity, technical expertise, or alignment with company values. Ensure the tone aligns with the [target audience/experience level].