

# ChatGPT for HR

## Cheat Sheet

### Get better output by structuring your prompts:

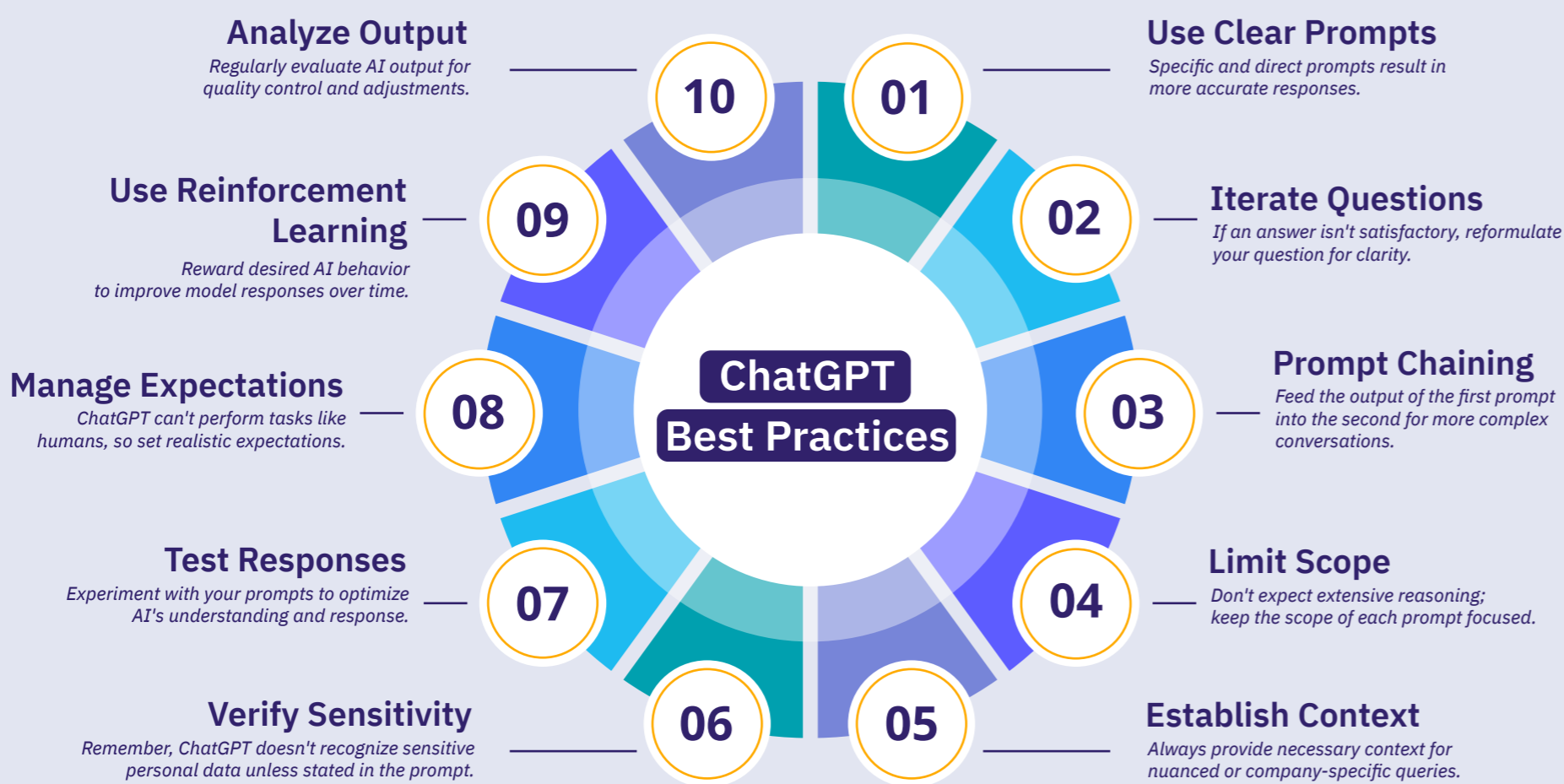
- 01 Objective**  
*Create a hiring plan...*
- 02 Context**  
*...to staff a new HR department of 5 in a U.S. based startup with a \$200,000 budget...*
- 03 Format**  
*...using bullet points with salaries per role.*

### Tone words

- 01 Formal** Proper grammar, complete sentences, no slang.
- 02 Informal** Colloquial language, shorthand, emojis.
- 03 Professional** Industry-specific language, technical vocabulary.
- 04 Friendly** Positive, supportive, upbeat language.
- 05 Serious** Neutral, straightforward, somber.
- 06 Sarcastic** Irony, humorous, expressive.
- 07 Poetic** Metaphorical, figurative, artistic.
- 08 Academic** Scholarly, evidence-based, rigorous.
- 09 Narrative** Storytelling, descriptive, immersive.

### HR use cases

- Policy drafting**  
Use ChatGPT to draft documentation, employee handbooks, or policies.
- Learning customization**  
Use ChatGPT to customize learning materials and adapt them to your audience.
- Summarize feedback**  
Use ChatGPT to summarize employee feedback.
- Inclusive writing.**  
Ask ChatGPT to rewrite your text in a more inclusive way.
- Writing improvement**  
Ask ChatGPT to point out the paragraphs it would recommend you to rewrite.
- Interview questions**  
Ask ChatGPT to draft interview questions to interview specific skills.
- Employee Recognition**  
Request ChatGPT to draft personalized appreciation messages for employee achievements.
- Meeting Summaries**  
Use ChatGPT to summarize key points from HR meetings or discussions.
- Coaching questions**  
Ask ChatGPT to provide a list of coaching questions.
- Job Descriptions**  
Use ChatGPT to create detailed, concise job descriptions for new roles.
- Employee Surveys**  
Ask ChatGPT to design questions for employee satisfaction or engagement surveys.



## ChatGPT best practices for data security and privacy

- 01 Anonimize Personal Data** Don't insert sensitive personal information in your interactions.
- 02 Stay Legal** Understand and adhere to your local laws on data usage.
- 03 Limit Data Shared** Only input necessary details for your interaction, nothing more.
- 04 Check for Bias** Stay alert to potential biases in the AI's responses.
- 05 Be Transparent** Let others know when you're using AI in a conversation, if applicable.
- 06 Ensure Input Accuracy** Input data carefully for more accurate response.
- 07 Ensure Output Accuracy** Always edit all ChatGPT answers to ensure reliability.
- 08 Check Sources** ChatGPT sometimes confabulates sources. Always check your facts.

### Example prompt

#1

Create a job description for a [insert name of position]. Include [A, B & C] responsibilities.

### Example prompt

#2

Provide 10 screening interview questions for a [add job title].

### Example prompt

#3

List 5 best practices for onboarding a new employee.

### Example prompt

#4

Draft a work-from-home policy for an employee handbook.