

talented**edge**weekly

# 10 CHAT GPT PROMPTS

## FOR HR

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ChatGPT shows promise for many HR practitioners who are exploring this AI technology to redefine their work and unlock new capabilities.

This PDF includes 10 examples of ChatGPT prompts for HR purposes. The prompts are related to:

- Talent Review
- Recruiting & DEI
- Employee Onboarding
- AI-based Talent Vendors
- HR Metrics
- Internal Mobility
- Workforce Planning
- Learning & Development
- Employee Value Proposition
- Diversity, Equity, Inclusion

Each slide includes a **prompt** (what you are asking for) and a **sample of the ChatGPT output**, which can be as informative as the prompt itself.

You can use this document to **jumpstart** your thinking on how you might leverage ChatGPT for various purposes within HR!

# Talent Management

## *Creating a draft talent review agenda*

### Prompt

**I am conducting a talent review for my organization. Please write me an agenda for the talent review. It is important that we discuss employees' potential, retention, and talent development, to name a few.**

### Sample Output



#### Talent Review Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Objective: The objective of this talent review is to assess and discuss the potential, retention, and talent development of employees within our organization. The review aims to identify high-potential individuals, address succession planning, and determine strategies for talent retention and growth.

Agenda:

1. Welcome and Introduction
  - Briefly introduce the purpose and importance of the talent review.
  - Highlight the key focus areas: potential, retention, and talent development.
2. Review of Talent Management Strategy

## *Detecting biased language in a job description*

### Prompt

**Please review this job description and let me know if there are any words or terminology that could be biased and which may discourage any particular demographic of applicants to apply.**

### Sample Output



Overall, the job description appears to be inclusive and does not contain any explicitly biased or discriminatory language. However, there are a few areas where certain terminology could be revised to be more inclusive and neutral:

1. "Managers/Business Leaders": Instead of using gender-specific terms like "Managers" or "Business Leaders," it would be better to use gender-neutral terms such as "Leaders" or "Supervisors" to be more inclusive.
2. "Championing diversity and inclusion within the Talent Management process": While this statement is positive, it may be beneficial to provide more specific details on how diversity and inclusion will be championed, such as promoting equal opportunities for all candidates, eliminating bias in recruitment and selection, or fostering a diverse and inclusive workplace culture.
3. "Master's degree in Industrial / Organizational Psychology, Organization Development or related field": Consider removing the specific degree requirements and instead focus on the necessary skills and experience required for the role. This allows for a broader pool of

# Employee Onboarding

## *Developing an onboarding plan outline*

### Prompt

**Our company is a luxury retailer that needs to onboard new sales associates. Please create a 6-week onboarding plan that includes things such as key people to meet, core brands, store policies, and workplace safety, to name a few topics.**

### Sample Output



#### Week 1: Orientation and Company Overview

- Welcome and introduction to the company's mission, vision, and values.
- Overview of the luxury retail industry and the company's position in the market.
- Introduction to key people: CEO, department heads, and HR representatives.
- Review of employee handbook, policies, and procedures.
- Workplace safety training, including emergency procedures and security protocols.
- Introduction to the store layout, departments, and key areas.

#### Week 2: Brand Education and Product Knowledge

- Introduction to the core luxury brands carried by the company.
- In-depth training on each brand, including brand history, values, and unique selling points.
- Product knowledge sessions, covering key features, materials, and craftsmanship.
- Familiarization with the latest collections and upcoming releases.
- Shadowing experienced sales associates to observe customer interactions and sales

# AI Platforms in HR

## *Evaluating AI-based talent platforms*

### Prompt

**I am evaluating human resource vendors whose platforms focus on AI for talent management. What criteria should I use to evaluate them? Also, what questions should I ask them as part of the evaluation process?**

### Sample Output



When evaluating human resource vendors whose platforms focus on AI for talent management, there are several criteria you should consider. Here are some key factors to evaluate and questions to ask during the evaluation process:

1. Accuracy and Effectiveness of AI Algorithms:

- How do your AI algorithms work in talent management?
- What data sources do you use to train your AI models?
- Can you provide examples or case studies showcasing the effectiveness of your AI algorithms?

2. Feature Set and Functionality:

- What specific talent management functionalities does your platform offer?
- Can you explain how your AI capabilities enhance these functionalities?
- Do you provide customizable solutions to meet our organization's unique requirements?

3. Data Security and Privacy:

- How do you ensure the security and privacy of our employee and candidate data?
- Do you comply with relevant data protection regulations, such as GDPR or CCPA?
- Can you provide details about your data encryption and access control measures?

## *Gathering examples of various HR metrics*

### Prompt

**I need to develop a set of metrics for the human resources function of my company. Provide a list of 10 metrics to consider. Each metric should have a definition. Please show how the metric is calculated. A few areas of interest are employee turnover, succession planning, and time to productivity.**

### Sample Output



Certainly! Here are 10 metrics you can consider for the human resources function of your company, focusing on employee turnover, succession planning, and time to productivity:

1. Employee Turnover Rate:

Definition: The percentage of employees who leave the organization over a given period of time.

Calculation:  $(\text{Number of employees who left} / \text{Average total number of employees}) \times 100$

Example: If you had 200 employees and 10 employees left during a year, the turnover rate would be  $(10/200) \times 100 = 5\%$ .

2. Voluntary Turnover Rate:

Definition: The percentage of employees who voluntarily leave the organization over a given period of time.

Calculation:  $(\text{Number of voluntary separations} / \text{Average total number of employees}) \times 100$

Example: If 8 employees voluntarily left out of 200 employees, the voluntary turnover rate would be  $(8/200) \times 100 = 4\%$ .

# Internal Mobility

## *Questions an internal mobility policy might answer*

### Prompt

**I am an HR leader and need to write a policy on internal mobility. Please write 10 questions my internal mobility policy should address. An example question to answer is: what is the minimum amount of time one should be in a role before one can apply for a new role?**

### Sample Output



As an HR leader developing guidelines for internal movement and mobility within your organization, here are 10 questions that your policy and guidelines should address:

1. What is the minimum amount of time an employee should spend in their current role before they can apply for a new role?
2. Are there any exceptions to the minimum time requirement for specific situations or high-demand roles?
3. What are the criteria or qualifications an employee should meet to be eligible for internal mobility opportunities?
4. How will employees be made aware of internal job openings and potential career advancement opportunities?
5. Will there be any limitations on the number of times an employee can apply for internal roles within a specific time frame?
6. How will the selection process for internal mobility be conducted to ensure fairness and transparency?
7. What support or resources will be available to employees to help them prepare for internal interviews or assessments?
8. Will there be any training or development programs in place to enhance employees' skills



# Workforce Planning

## *Workforce implications of different business scenarios*

### Prompt

I am helping my organization, which is in the automotive industry, conduct workforce planning based on different scenarios we may face in the next 2 to 3 years. Write 3 business scenarios that we might face in our industry and tell me the possible workforce implications of each.

### Sample Output



#### Scenario 1: Technological Advancements and Automation

In this scenario, the automotive industry experiences rapid technological advancements and increased automation. This could involve the widespread adoption of electric vehicles, autonomous driving technologies, and the integration of artificial intelligence (AI) in various aspects of automotive manufacturing and operations.

#### Workforce Implications:

1. **Upskilling and reskilling:** With the introduction of new technologies, the existing workforce will need to acquire new skills to adapt to changing job requirements. Training programs will be crucial to ensure employees can effectively operate and maintain advanced equipment and systems.
2. **Workforce reduction:** Automation and robotics may replace certain manual and repetitive tasks, leading to a reduced demand for traditional assembly line workers. The organization will need to assess the impact on existing roles and plan for potential workforce downsizing or redeployment to more specialized positions.

# Learning and Development

## *Obtaining recommendations for learning metrics*

### Prompt

**As a learning and development leader for my company, I want to develop a comprehensive set of metrics that demonstrate the effectiveness of our learning initiatives. I am particularly interested in measures that highlight the financial impact of these initiatives. What recommendations do you have?**

### Sample Output



As a learning and development leader, it's essential to have metrics that demonstrate the effectiveness and financial impact of your learning initiatives. Here are some recommendations for developing a comprehensive set of metrics:

1. ROI (Return on Investment): Calculate the ROI by comparing the financial investment in a learning initiative to the financial gains achieved as a result. This can be done by assessing factors such as increased productivity, cost savings, revenue growth, or improved customer satisfaction directly attributable to the learning initiative.
2. Cost per learner: Determine the cost associated with delivering the learning program per learner. Divide the total expenses (including design, development, delivery, and support costs) by the number of participants to get the cost per learner. This metric helps assess the efficiency of the learning program.
3. Time to competency: Measure the time it takes for learners to acquire the required knowledge and skills from the start of the learning program. This metric provides insights into the effectiveness of the program in accelerating skill development and reducing time to productivity.
4. Employee retention and turnover: Analyze the impact of learning initiatives on employee retention and turnover rates. High engagement in learning and development

# Employee Value Proposition

*Emphasizing EVP attributes of most interest to a candidate*

## Prompt

**I am a recruiter at [Shopify]. Our career website can be found at [shopify.com/careers](https://shopify.com/careers). Review the website and identify the benefits and attributes that I should emphasize to a candidate who values flexibility and learning. Share ideas on how to effectively communicate and position these benefits to the candidate.**

## Sample Output



As a recruiter at Shopify, you have a great opportunity to highlight the unique employee value proposition that your organization offers, particularly in terms of work flexibility and continuous learning opportunities. Here are some benefits and attributes you can emphasize and how you can position them with candidates:

### 1. Work Flexibility:

- Emphasize Shopify's remote work culture, which allows employees to work from anywhere, giving them the flexibility to create their own work-life balance.
- Highlight the option for flexible working hours, enabling employees to schedule their work around personal commitments and preferences.
- Mention the "Work from Anywhere" policy, which allows employees to choose the location that best suits their needs, whether it's their home, a co-working space, or even another city or country.

Positioning: With Shopify's commitment to work flexibility, you can have the freedom to design a work environment that fits your lifestyle. Whether you thrive in a home office or prefer the energy of a co-working space, Shopify supports your need for flexibility and provides the tools and resources to succeed no matter where you choose to work.

# Diversity, Equity, Inclusion

## *Gaining suggestions for effective DEI practices*

### Prompt

**Our company leadership team is recommitting to diversity, equity, and inclusion as a priority. We are in the process of building a 3-year plan. Please provide suggestions.**

**It would help if you can recommend a "theme" for each year so that we can more effectively organize and communicate the various actions within the plan.**

### Sample Output



Building a three-year plan focused on diversity, equity, and inclusion is a commendable initiative for your company's leadership team. To provide you with a comprehensive plan, here are some suggestions and a recommended theme for each year:

Year 1: Raising Awareness and Establishing Foundations

Theme: "Creating a Culture of Inclusion"

1. Conduct a comprehensive diversity, equity, and inclusion (DEI) assessment: Evaluate the current state of diversity and inclusion within the organization, including policies, practices, and employee experiences. Identify strengths, weaknesses, and areas for improvement.
2. Establish a DEI committee: Form a dedicated team responsible for overseeing the implementation of DEI initiatives. Ensure the committee comprises representatives from diverse backgrounds and levels within the organization.
3. Develop DEI training programs: Create mandatory training sessions to raise awareness and educate employees about unconscious bias, cultural competence, inclusive language, and respectful behavior. Provide ongoing training opportunities throughout the year.

# Other prompts?

## *Worksheet*

Use the text box on the right to create other prompts you are interested in exploring further!

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