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Free guide · 6 min read

AI for HR and people managers: 10 prompts

For HR teams of one and managers who've inherited the people stuff. Ten prompts for hiring, onboarding, feedback and policies, with employee data kept out.

Before you start

People data is some of the most sensitive there is. These prompts are written so you never need to paste it.

- ✗ Never paste employees' names, pay, health, performance or disciplinary details into a public AI tool
- ✗ Don't use AI to decide who to hire, promote, discipline or dismiss. Use it to prepare, and keep the decision human
- ✗ Don't treat AI as an employment lawyer. Check the law and your policies, or take advice
- ✓ Describe situations in general terms and use placeholders such as [EMPLOYEE]

Hiring

PROMPT 1

Write a job description

The last one was written in 2019.

Write a job description for a **[job title]** at **[type of organisation]**. The purpose of the role: **[one sentence]**. Main responsibilities: **[list]**. Essential skills: **[list]**. Desirable: **[list]**. Plain, inclusive language, no jargon, and no requirements that aren't needed to do the job.

PROMPT 2

Create structured interview questions

You want every candidate asked the same, fair questions.

Write ten structured interview questions for a **[job title]**. Base them on these essential criteria: **[list]**. For each, say which criterion it tests and what a strong, an acceptable and a weak answer would include.

PROMPT 3

Write a scoring sheet

To compare candidates on evidence, not gut feel.

Create an interview scoring sheet for these criteria: **[list]**. Use a 1 to 4 scale and describe what each score looks like for each criterion. Add space for evidence notes.

Onboarding

PROMPT 4

Plan someone's first two weeks

A new starter arrives on Monday.

Draft a first-two-weeks plan for a new **[job title]** at **[type of organisation]**. Include who they should meet, what they need access to, what to learn in what order, a small first task they can complete in week one, and check-in points with their manager.

PROMPT 5

Write a welcome email

The Friday before they start.

Write a warm welcome email to a new starter. Cover: where and when to arrive, who will meet them, what to bring, what the first day looks like, and who to contact with questions. Use placeholders for names. Under 150 words.

Managing

PROMPT 6

Prepare for a difficult conversation

You've been putting it off.

I need to talk to a team member about **[the issue, in general terms]**. Help me prepare: how to open the conversation, the specific examples I should have ready, questions to understand their side, what a good outcome looks like, and what to avoid saying. Then let me practise: you play the employee.

Tip: Describe the situation without names or details that would identify the person.

PROMPT 7

Write balanced feedback

Review season.

Help me write feedback for a team member. What they did well: **[examples, no names]**. What needs to improve: **[examples]**. Write it so it's specific, fair and focused on behaviour, not personality, with one clear goal for the next quarter. Use **[NAME]** as a placeholder.

PROMPT 8

Draft one-to-one questions

Your one-to-ones have turned into status updates.

Give me 15 good questions for one-to-one meetings with my team, grouped by: workload, development, obstacles, wellbeing and feedback for me.

Policies and communication

PROMPT 9

Turn a policy into plain English

Nobody reads the handbook.

Summarise this policy for employees in plain English: **[paste a non-confidential policy]**. Give the five things they need to know, what they need to do, and who to ask. Don't change the meaning, and tell me if anything in the original is unclear.

PROMPT 10

Announce a change to the team

A new process, a restructure, a change to hours.

Write an announcement to staff about **[the change]**. Explain what's changing, why, when, what it means for them, and where to ask questions. Honest and respectful, no spin, under 180 words.

Map your hiring or onboarding, step by step

Tell doingit.today how a people process really runs where you work. We'll map it in plain steps, mark the ones AI could help with, and teach your team each one.

Free to start. No tech background needed.

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