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AI for recruiters: 12 prompts to paste today

For solo recruiters and small agencies. Twelve prompts for the jobs that eat your week: adverts, searches, screening, outreach and chasing. Paste, fill in the brackets, done.

How to use these

Open ChatGPT, Claude, Gemini or Copilot (the free versions are fine), paste a prompt, and swap the words in [brackets] for your own. Then reply to improve the answer.

CANDIDATE DETAILS ARE PERSONAL DATA

Take names, contact details and anything identifying out of a CV before you paste it, unless your agency has approved the tool for candidate data. And keep the decision yours: use AI to draft and organise, never to accept or reject a person on its own.

Win and understand the role

PROMPT 1

Turn a messy brief into a clear role summary

A client has sent a rambling email, or you've come off a call with scribbled notes.

> I'm a recruiter. Here are my rough notes from a client about a role: **[paste your notes, without confidential details]**. Turn them into a one-page role summary with: the job in one sentence, must-haves, nice-to-haves, salary and location, and why someone would want it. Then list the questions I still need to ask the client.

Tip: Send the "questions to ask" back to the client. It makes you look sharp and saves a wasted shortlist.

PROMPT 2

Write a job advert people actually read

You have the role summary and need an advert for a job board or LinkedIn.

Write a job advert for a **[job title]** at **[type of company, e.g. a 40-person logistics firm in Leeds]**. Must-haves: **[list]**. Salary: **[range]**. Working pattern: **[e.g. hybrid, 3 days in the office]**. Open with what the person will actually do in a normal week. Use plain English, no buzzwords, no more than 250 words, and inclusive language. End with how to apply.

Tip: Ask for "a version for LinkedIn in under 100 words" as a follow-up.

PROMPT 3

Check an advert for bias and jargon

Before you post anything.

Review this job advert: **[paste it]**. Point out any wording that could put off good candidates because of their age, gender, background or disability, and any jargon or vague phrases. Suggest a plainer alternative for each one.

Find people

PROMPT 4

Build a Boolean search string

You're searching LinkedIn, a job board or your own database.

Build a Boolean search string to find **[job title]** candidates. Include these alternative job titles: **[list any you know, or say "suggest some"]**. Must-have skills: **[list]**. Location: **[place]**. Exclude: **[e.g. recruiters, interns]**. Give me one version for LinkedIn and one for a CV database, and explain each part in a line so I can edit it.

Tip: Ask for "a tighter version" and "a wider version" so you can adjust to how many results you get.

PROMPT 5

Find where else to look

The usual search is dry.

I'm hiring a **[job title]** in **[location/sector]**. Suggest ten other job titles these people might hold, five kinds of company they might be working at now, and five places online or in person where they spend time. Explain your thinking briefly for each.

Reach out and screen

PROMPT 6

Write a first message that doesn't sound like a template

You've found someone promising and want a reply.

Write a short first message to a possible candidate for a **[job title]** role. What I can say about the role: **[two or three real selling points]**. What caught my eye about them: **[something specific and public, e.g. "you led a warehouse move"]**. Under 80 words, friendly, no hype, and end with an easy question. Give me three versions with different openings.

Tip: Add one true, specific detail about the person yourself. It's the line that gets the reply.

PROMPT 7

Create screening questions for a first call

Before a 15-minute screening call.

Write eight screening questions for a **[job title]** role. Must-haves are: **[list]**. Mix practical questions (notice period, salary, location) with ones that show whether they've really done **[the key skill]**. For each question, tell me what a strong answer sounds like.

PROMPT 8

Tidy your call notes into a candidate summary

After a call, while it's fresh.

Here are my rough notes from a screening call for a **[job title]** role: **[paste notes, with identifying details removed]**. Write a summary for the client: five bullet points on fit against these must-haves: **[list]**, any concerns to probe at interview, salary and notice period. Only use what's in my notes. If something is missing, say "not covered".

Tip: Use initials or "Candidate A" in the notes you paste.

Keep things moving

PROMPT 9

Chase a client who's gone quiet

You sent a shortlist four days ago and heard nothing.

Write a short, polite follow-up email to a client who hasn't replied about the shortlist I sent on **[day]**. I want feedback on the CVs and interview dates. Mention that **[one true reason for speed, e.g. two candidates have other interviews this week]**. Under 90 words, warm, not pushy.

PROMPT 10

Tell a candidate "no" kindly

You owe someone an answer. Everyone deserves one.

Write a kind, honest message to a candidate who wasn't chosen for a **[job title]** role after **[stage, e.g. a first interview]**. The main reason I can share is: **[reason]**. Thank them, give one useful piece of feedback, and say I'd like to stay in touch about **[type of roles]**. Under 110 words.

PROMPT 11

Prepare a candidate for interview

The day before an interview.

My candidate has an interview for a **[job title]** role at **[type of company]**. The interview is **[format, e.g. 45 minutes with the hiring manager]**. Write a one-page prep sheet: what the client cares about most (**[list]**), ten likely questions, how to structure answers with real examples, and three good questions to ask at the end.

Run your desk

PROMPT 12

Plan your week around the roles that pay

Monday morning, with too many open roles.

I'm a recruiter with these open roles: **[list each with client, fee, how long it's been open, and stage]**. Help me decide where to spend my time this week. Rank them by likely fee against effort, tell me the next action for each, and point out any I should have an honest conversation with the client about.

Map your own recruiting week

Tell doingit.today how a role goes from brief to placement in your business. We'll map it in plain steps, mark the ones AI could help with, and teach you each one in a short lesson.

Free to start. No tech background needed.

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Keep going

- Tame your inbox with the email and meetings prompts.
- Before you paste a CV anywhere, read what never to paste into AI.

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