



ClearCo

19 Phrases To Boost AI Results for HR and Recruiters

Make AI Work for HR

HR and talent acquisition aren't getting left behind in the AI boom — far from it. In fact, 53% of HR professionals said **they're using AI for their work**, and 80% of CHROs are actively **training their teams on how to use AI**. If you haven't started using AI at work yet, you likely will soon. To make the most of these tools, it's crucial to know how to craft effective prompts.

The key to high-quality AI output? Give clear instructions and ask thoughtful follow-up questions. When you include more detail in your AI prompts — like words or phrases to avoid, a target audience to consider, or how to structure the response — you can transform vague responses into relevant, actionable insights.

To help you get started, we compiled a list of 19 phrases you can use to refine your AI prompts and maximize results. Copy these phrases to strengthen your prompts, or use them as a guide to ask for more specific, helpful answers from your AI tools.

The Facts About AI in HR & Recruiting

- Experts predict that **70% of companies will use AI in their hiring process** by the end of 2025.
- Using AI **reduced total HR costs by 22% per employee** after two years.
- More than half of HR professionals say **generative AI will increase the demand**

Crystal Clear: 8 Phrases To Get Specific

The more specific your AI prompts, the better your results. Add details to your prompts, including your industry, the target audience, the size of your company, or location information. Any details that give the AI more context for your request will improve its answers.

Use our templated phrases — or get inspiration for your own — in your AI prompts to get more specific answers:

1. Avoid using jargon or buzzwords; simplify the language.
2. Frame your response as advice for a **[Experience Level, e.g., mid-level or senior] [Job Title]**.
3. Summarize the key points of your response at the beginning for a quick overview.
4. Your response must be relevant to **[Job Title]** at a business with **[#]** employees in the **[Industry, e.g., construction or SaaS]** industry, and achievable by a team of **[#]** HR employees.
5. Tailor your response for the **[Department, e.g., finance or marketing]** department at a business with **[#]** employees in the **[Industry]** industry.
6. Provide step-by-step instructions on how to implement the **[HR Function]** strategy, including a suggested implementation timeline.
7. Exclude suggestions that aren't compliant with employment laws or regulations, both federal and in **[City, County, and/or State]**.
8. Organize your response into bullet points or numbered lists for clarity.



Upgrade Your AI Prompts: Example #1

Original Prompt: “Write a job description for a marketing role.”

Upgraded Prompt: “Write a clear and concise job description for a mid-level Digital Marketing Manager in a tech company located in New York City. Include key responsibilities such as campaign management, SEO strategy, social media growth, and budgeting.”

Polished and Professional: 5 Phrases To Refine Tone and Style

Sometimes, your AI outputs just need a little polishing. Add these phrases to your prompts or use them as follow-up questions or directions to refine AI responses.

9. Use a professional tone that aligns with our values of [Company Value(s)] without being overly formal.
10. Avoid using negative or overly casual language.
11. Avoid using [Specific Word or Phrase].
12. Make responses concise and appropriate for professional emails or communications.
13. Write as though you are advising a [Job Title].

Upgrade Your AI Prompts: Example #2

Original Prompt: “Give feedback to a team member who didn’t meet their goals.”

Upgraded Prompt: “Write professional and constructive feedback for a team member who fell short of their quarterly sales targets. Acknowledge their effort, identify specific areas for improvement, and suggest actionable next steps to help them achieve their goals in the next quarter.”

Data-Driven: 6 Phrases To Drive Deeper Insights

We’re all-in on data-driven HR and recruiting strategies — but exploring the nuances of our data is something most of us just don’t have the time or resources to do. AI is changing that, giving us the ability to dig deep and uncover the hidden relationships between, for example, our approach to onboarding and employee performance review scores.

With the right AI prompt-enhancing phrases, you can learn more about which metrics matter and gain a deeper understanding of what’s happening in your workforce.

Phrases like these help you unlock hidden trends, identify critical patterns, and connect the dots across your data points:

14. Summarize patterns in time-to-fill data and suggest ways to reduce hiring delays.
15. Suggest methods to measure employee feedback after the new onboarding process is implemented.
16. Recommend KPIs to measure the effectiveness of employee engagement initiatives, as well as examples of insights the metrics can provide.

17. Provide benchmarks for average time-to-hire across industries, segmented by role type.
18. Describe how current workforce demographics compare to diversity and inclusion benchmarks.
19. Identify the top predictors of employee retention using historical workforce data.

Upgrade Your AI Prompts: Example #3

Original Prompt: “Help me create a leadership development program.”

Upgraded Prompt: “Design a six-month leadership development program for mid-level managers focused on skills like decision-making, conflict resolution, and strategic thinking. Include a mixture of workshops, peer mentoring, and real-world projects. Describe traits of ideal candidates for the program based on engagement, performance, and productivity data. List key metrics to track to measure the success of the program, and include examples of insights the metrics can provide.”

These AI prompts are for informational purposes only. Be sure to thoroughly review any AI-generated content for accuracy and relevancy.

Don't stop here — let's make AI work for your team. ClearInsights helps HR leaders make data-driven decisions with AI-powered talent analytics.

Sign up for a demo and see how ClearCo can elevate your HR strategy.

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