

18 AI Prompt Templates for HR and Recruiters



Artificial intelligence (AI) in HR and recruitment is here to stay, with **95% of HR leaders** saying they're already using it in some capacity. It's crucial that your team learns how to leverage AI, not just to keep up, but to reap the rewards of the technology. With AI, your team can accelerate HR processes and streamline manual tasks, saving valuable time. Those hours can be spent perfecting your strategies and connecting with your employees — and you can use AI to help with that, too.

We put together a list of 18 AI prompt templates that HR professionals and recruiters can use to start optimizing their workflows and improving their processes. Try our templates to complete simple tasks quickly, gain insight, and get inspired.

AI Prompts for Recruitment and Hiring

Replace the bracketed text — and any other text that doesn't match your needs — with relevant information and plug the prompt into your AI tool to get started.

1. Writing Job Descriptions

“Create a detailed job description for a **[Job Title]**, highlighting **[Key Skills]** required for the role and aligning with **[Description of Company Values and Culture]** to ensure the candidate is a good fit. Emphasize the importance of **[Company Value or Initiative]** within our organization. Include responsibilities, qualifications, and how the role contributes to our company's goals and values. Use short paragraphs of copy and bullet points to list responsibilities, qualifications, and employee benefits.”

2. Designing a Recruitment Marketing Strategy

“Develop a comprehensive recruitment marketing campaign for **[Company Name]** to attract top talent for the **[Job Title]** position. The campaign should include targeted strategies for social media platforms such as LinkedIn and Facebook to reach potential candidates. Additionally, incorporate email outreach to engage with passive job seekers and nurture ongoing relationships. Enhance the campaign with content marketing efforts, such as blog posts, videos, and employee testimonials, to showcase the company culture and the benefits of joining our team.”

3. Communicating With Candidates

“Draft a personalized email to engage a candidate who has been shortlisted for the **[Job Title]** position. The message should convey our excitement about their potential contribution to the **[Department]** team, highlight key aspects of our company culture that align with their experience, including **[Key Values or Details About Company Culture]**, and encourage them to share any questions or thoughts they might have about the role or our organization. Include a call to action for scheduling an interview at their earliest convenience.”

4. Creating Candidate Screening Questions

“Create a comprehensive list of screening questions to thoroughly assess the suitability of candidates for a **[Job Title]** role at **[Company Name]**. The questions should encompass a range of areas, including technical skills pertinent to the role, alignment with the company’s culture and values, and previous experience relevant to the position. This will ensure a well-rounded evaluation of each candidate’s potential to contribute to the team and succeed within the organization.”

5. Structuring Interview Processes

“Generate a comprehensive framework for a structured and standardized interview process tailored to **[Job Title]**, which ensures fairness and inclusivity. Include a sequence of phases, starting from candidate greeting through to the conclusion, encompassing behavioral and technical question segments that are relevant to the role’s responsibilities, and incorporate guidelines for maintaining consistency in questioning and evaluation across candidates to eliminate bias. Then, outline procedures for interviewer training on this framework to ensure every candidate is assessed fairly based on predetermined criteria.”

6. Designing Onboarding Plans

“Develop a comprehensive onboarding plan for new hires in the **[Job Title]** role in **[Department]** at **[Company Name]**. The plan should encompass orientation tasks, including introductions to team members and an overview of company policies, training sessions tailored to the specific roles and responsibilities, and key milestones to ensure progress and integration throughout the first 90 days. Additionally, it should provide check-ins with managers to address any concerns and offer feedback to support the new employees’ growth and adaptation to the company culture.”

7. Nurturing Talent Pipeline

“Develop a personalized email template to target **[Candidate Name]** specifically. This template should focus on recognizing and highlighting their notable experience and achievements in **[Field/Technology]**. Emphasize the significant impact and value their expertise would bring to our team and overall objectives at **[Company Name]**. Additionally, briefly introduce our company culture and the potential for growth and opportunities within our organization, and include a CTA for scheduling an interview.”



AI Prompts for Engagement and Retention

8. Recognizing Employee Achievements

“Acknowledge **[Employee Name]**’s exceptional work on **[Project or Task]** by composing a personalized message that showcases their **[Specific Achievements]**, **[Impact]**, and the **[Value]** they bring to our team. This act of recognition will boost their sense of appreciation and inclusion at **[Company Name]**.”

9. Planning In-Person Team Activities

“Compose a survey for employees to gather insights into their preferences for in-person team-building activities. This survey should include questions about preferred types of activities (e.g., outdoor adventures, skill-based workshops, casual social gatherings), availability and ideal frequency of events, and any suggestions for past activities they found particularly impactful or enjoyable. The goal is to compile data that will guide the planning of future team building initiatives, ensuring they are both engaging and conducive to strengthening team dynamics at **[Company Name]**.”

Adjust Prompt #9 for Remote Teams

“Compose a survey for remote employees to gather insights into their preferences for virtual team-building activities. This survey should include questions about preferred types of activities (e.g., virtual team-building games, online skill-sharing sessions, interactive digital social events), availability and ideal frequency of events, and any suggestions for past activities they found particularly impactful or enjoyable. The goal is to compile data that will guide the planning of future team building initiatives, ensuring they are both engaging and conducive to strengthening at **[Company Name]**.”

10. Writing a Remote Work Policy

“Develop a comprehensive remote work policy for employees at **[Company Name]**. The policy should outline eligibility requirements, including job roles and performance criteria suitable for remote work. Clearly state expectations for remote work, such as availability during business hours, response times, and productivity standards. Include communication guidelines that specify preferred tools, frequency of check-ins, and protocols for virtual meetings. Additionally, provide a list of resources available to support remote employees, including technology support, mental health resources, and professional development opportunities. Ensure the policy promotes work-life balance and aligns with the company’s overall goals and culture.”

11. Developing Employee Wellness Programs

“Develop a set of questions to understand the wellness needs and preferences of employees at a company in the **[Industry]** industry. Tailor the wellness questions to not only cater to physical health but also support the mental and emotional well-being of our team, reflecting our commitment to their overall health.”

12. Requesting Employee Feedback for Managers

“Generate a comprehensive list of questions that managers at **[Company Name]** can use to solicit detailed and meaningful feedback from their team members. The questions should thoroughly cover various aspects such as job satisfaction, team dynamics, the level of managerial support, and suggestions for overall improvement. Additionally, ensure that the questions are open-ended to encourage thoughtful and in-depth responses, providing valuable insights for enhancing the workplace environment and team performance.”

13. Sending Employee Satisfaction Surveys

“Craft a survey to collect feedback from employees on their level of satisfaction with their workplace and their preferences for how to improve the workplace, including **[Potential Changes, e.g., changes to the office environment and flexible working options]**.”

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AI Prompts for Performance Management

14. Building a Goal-Setting Framework

“Design a goal-setting framework for employees at **[Company Name]**. The framework should help employees establish clear, achievable objectives that are closely aligned with the overarching company goals. It should include detailed steps for setting both short-term and long-term goals, as well as methods for prioritizing tasks and managing time effectively. Additionally, the framework should incorporate regular check-ins to monitor progress, provide feedback, and make necessary adjustments to keep employees on track toward their objectives. Training sessions or workshops on effective goal-setting techniques and the importance of aligning personal goals with company objectives would also be beneficial.”

15. Creating Performance Improvement Plans

“Generate a tailored performance improvement plan for a(n) **[Job Title]**, focusing on areas such as **[Specific Skills to Improve]** and **[Performance Metrics to Meet]**, with a timeline of **[Number of Weeks/Months]**. Include actionable steps, support resources, and scheduled check-ins.”

16. Writing Performance Review Questions

“Draft a comprehensive template for quarterly performance reviews for **[Job Title]**, incorporating sections for evaluating employees’ achievements against their set goals, areas for development, **[Specific Skills]**, and overall contribution to **[Project/Team]**. Include prompts for feedback and future goal setting.”

17. Starting Lunch and Learns

“Develop a monthly ‘Lunch and Learn’ program for **[Department or Job Title]** that encourages employees to come together informally over lunch to dive into topics pertinent to their work or the latest industry trends. Plan each session to highlight a different theme, with speakers ranging from internal team members sharing their expertise to external professionals bringing fresh insights. This initiative will not only foster a culture of continuous learning but also promote cross-departmental collaboration and knowledge sharing.”

18. Mapping Career Paths

“Design a workshop for HR and managers at **[Company Name]** focusing on the construction and refinement of career paths for employees in **[Department]**. The workshop should include exercises to identify key competencies and skills required for different roles within the **[Industry/Field]** **[Company Name]** operates in. Include guidelines for setting realistic career milestones, aligning employees’ personal growth goals with organizational needs, and strategies for continuous learning and development. The objective is to empower managers to guide their teams effectively, ensuring each member has a clear understanding of their potential career trajectory within the company.”

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

Embed AI in your workflows across the talent lifecycle.

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