

16 AI Prompt Templates & Workflows for HR & Recruiters

Are you making the most of your AI solutions? [89% of HR pros using AI say](#) it's saving them time and helping them work more efficiently. That's a big win for busy teams juggling recruiting, performance management, employee L&D, and all the other demands on HR.

To help you work smarter, we've put together 16 AI templates — both GenAI prompts and agentic AI workflow instructions — tailored to HR and recruiting. These prompts can speed up routine tasks, surface useful insights, and even inspire new ways to tackle your priorities.

Personalize the bracketed text and any other placeholders to fit your situation, then plug the prompt or instructions into your AI platform for tailored results in record time.

GenAI vs. Agentic AI: What's the Difference?

GenAI (Generative AI)

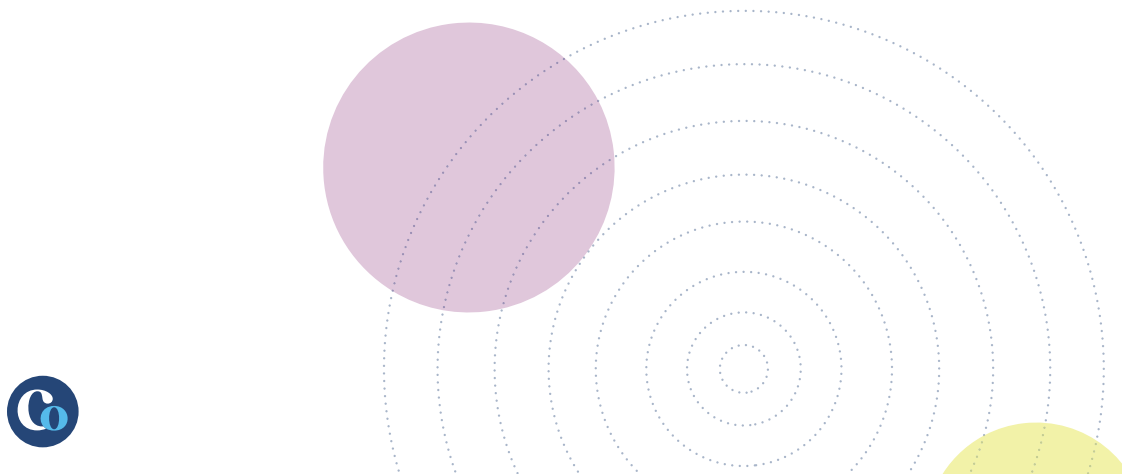
This type of AI answers your questions or helps you write copy, like a smart assistant that responds to your requests. When you use GenAI, keep prompts direct and focused. For example: "Write a concise welcome email for a new hire in marketing, using a friendly tone." The more specific your prompt, the better response you'll get.

Agentic AI

Agentic AI can make its own decisions and take multiple steps by itself to reach a goal, like your smart assistant, but with more initiative. Agentic AI is more like a digital worker who knows how to get tasks done with little help.

For these, provide more detailed instructions, including step-by-step tasks, rules for interaction, and clear output expectations. Think of it like setting up a new team member with everything they need to get the job done right.

We'll share prompts and instructions you can use for both GenAI and agentic AI.



GenAI Prompt Templates

1. Draft a Job Description

"Write a clear, engaging job description for a [Position Title] in the [Department]. Highlight our emphasis on [company values/benefits]. Target experienced candidates in [industry/field] and include a short intro about our company culture."

Tips for better results:

- Share the core responsibilities and required skills for the role
- Mention any special benefits or perks
- Include a brief overview of your company's mission or values

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2. Write a Candidate Outreach Message

"Draft a brief, friendly outreach message inviting [Candidate Name] to apply for our open [Position Title] role. Mention our company's commitment to [core value] and two main reasons this opportunity stands out."

Tips for better results:

- Add a short description of your company's culture
- Share what makes this role unique or high-priority
- Specify the desired tone (e.g., friendly, professional, or enthusiastic)

3. Compose a Candidate Feedback Email

"Write a professional email to a candidate who didn't advance past the interview stage for the [Position Title] role. Be clear, courteous, and share positive encouragement for future opportunities."

Tips for better results:

- Include your company's policy on feedback
- Mention personalized details you'd like included
- Specify tone (e.g., appreciative, constructive, or neutral)

4. Create an Offer Letter

"Create a formal offer letter for a [Position Title], including salary, start date, key benefits, and a welcoming tone. Note the company's remote work policy."

Tips for better results:

- Double-check all terms: salary, benefits, and job title
- Add any special details, like signing bonuses or remote/hybrid work policy
- Tell AI if you prefer a detailed or concise letter format



5. Summarize Performance Review Feedback

"Based on input from Employee [Name], their manager, and peer feedback, draft a balanced performance review summary highlighting strengths, areas for growth, and actionable development goals."

Tips for better results:

- Share specific performance data or examples, adhering to your company's guidelines for sharing sensitive information with AI
- Indicate desired tone (encouraging, direct, or formal)
- Specify the competency areas to focus on

6. Recommend a Learning & Development Plan

"Write a detailed learning and development plan for a [Job Title/Department]. Include key skills to develop, recommended training formats (e.g., e-learning, workshops), and a timeline for completion. Emphasize alignment with company goals and employee career paths."

Tips for better results:

- Specify required vs. recommended skills based on skill gaps at your organization
- Include internal and external training resources
- Indicate current milestones and assessment points in your L&D programs

7. Draft Internal Communications for Policy Updates

"Write a clear internal email announcing updates to [Policy Name]. Highlight key changes, reasons for updates, and how employees can learn more or ask questions."

Tips for better results:

- Include links to full policy documents or FAQs
- Define communication tone (formal or conversational)
- Note any compliance deadlines

8. Interpret Employee Feedback & Suggestions

"Analyze feedback from recent town hall meetings or surveys and create a summarized report. Include major themes, common concerns, and suggested follow-up actions."

Tips for better results:

- Set summary length limits
- Specify the audience (e.g., HR team, leadership)
- Include formatting preferences (bullet points, executive summary)



Agentic AI Workflow Instructions

9. Screen Resumes Automatically

Instructions for Your AI Agent

- 1 Gather all resumes submitted for the [Position Title] role in the ATS.
- 2 Shortlist candidates who meet these required criteria: [years of experience], [certifications], and [must-have skills].
- 3 Flag any resumes that are missing key information or have gaps in work history.
- 4 Rank all qualified resumes by relevance, using our top three priorities: [e.g., technical skill, leadership experience, industry knowledge].
- 5 Avoid including candidates who do not meet both the minimum requirements and the preferred “nice to have” skills. Do not shortlist based on keyword-matching alone.
- 6 Summarize your shortlist and send to [hiring manager/team lead].

10. Automate New Hire Onboarding

Instructions for Your AI Agent

- 1 Trigger onboarding activities as soon as a candidate’s signed offer is received.
- 2 Email a personalized welcome package, including the new hire’s start date and introductions to their assigned manager and/or mentor, if applicable.
- 3 Generate and assign a checklist with role-specific onboarding tasks (e.g., IT setup, compliance training, first-day shadowing).
- 4 Coordinate with IT to order required equipment and grant any necessary software access. Coordinate with facilities for building access, if needed.
- 5 Send scheduled reminders for benefits enrollment and required paperwork.
- 6 Schedule a [daily, weekly] [X] minute check-in with the new hire’s direct supervisor during their first [week, month].
- 7 Avoid delays by flagging any missing documents or steps to the HR team immediately.

11. Update Employee Records

Instructions for Your AI Agent

- 1 Verify the request: Check that any change (address, contact info, bank details) comes from authorized HR channels or the employee’s authenticated account.
- 2 Cross-check updated data against compliance and formatting standards.
- 3 Make the approved updates in all relevant HRIS fields.
- 4 Send a confirmation to the employee and notify HR of any missing or unverifiable info.
- 5 Avoid pushing updates to payroll or benefits until data is fully verified.



12. Update Employee Records

Instructions for Your AI Agent

- 1 On the first of each month, export recruiting funnel data: [relevant metrics, including number of applicants, pass rates per stage, average time to fill, DEI metrics, etc.]
- 2 Compile the data into a summary dashboard.
- 3 Highlight results that fall outside targets or signal bottlenecks (e.g., time to hire over target, drop-off rates above average).
- 4 Distribute the dashboard to the HR analytics team and flag any outliers for action.
- 5 Avoid including metrics from incomplete or pending requisitions in reporting.

13. Automate Employee Training Assignments

Instructions for Your AI Agent

- 1 Identify employees due for mandatory or role-specific training based on their job profile and previous completions.
- 2 Assign appropriate training modules with deadlines, including refresher courses where due.
- 3 Notify employees and their managers about training assignments and completion expectations. Include [HR or L&D admin] on the notification email.
- 4 Track progress weekly and send reminders to both employee and supervisor for incomplete trainings.
- 5 Avoid assigning duplicate or irrelevant courses. Flag any exceptions for HR review.

14. Monitor Employee Engagement Trends

Instructions for Your AI Agent

- 1 Aggregate survey and pulse data monthly by team, location, and demographic.
- 2 Identify areas with declining engagement scores or rising concerns.
- 3 Generate trend reports and flag high-risk groups for further analysis.
- 4 Distribute insights to HR business partners and leadership with recommended actions.
- 5 Avoid using incomplete or outdated data in reports.



15. Automate Internal Communication Campaigns

Instructions for Your AI Agent

- 1 Schedule regular communications for policy updates, wellness programs, and upcoming events tailored by department or location.
- 2 Track open and click-through rates, and adjust messaging frequency for engagement optimization.
- 3 Collect employee feedback on campaign effectiveness and update content based on input.
- 4 Coordinate with IT to ensure timely delivery and compliance with communication policies.
- 5 Avoid sending unnecessary duplicate communications to employees.

16. Conduct Performance Review Cycle Automation

Instructions for Your AI Agent

- 1 Trigger performance review phases according to the review calendar.
- 2 Send reminders and templates to employees and managers for self and peer reviews.
- 3 Collect all inputs, track completion rates, and escalate overdue reviews.
- 4 Generate summary reports for HR leadership with performance highlights and risk indicators.
- 5 Avoid releasing reviews before all required inputs are collected.

Whether you're using GenAI or an AI agent, get specific and follow your company's policy for responsible AI use to get the best results.

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**Review all AI-generated content for accuracy and bias. For agentic AI workflows, thoroughly test all steps before use to ensure reliable results.
[Read more about responsible AI in HR.](#)*

