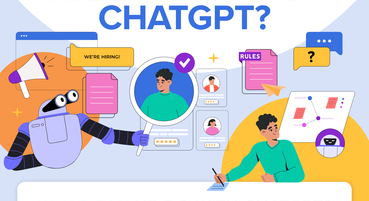
HOW CAN HR MAKE THE MOST OF CHATGPT?



WHAT CAN HR DO WITH CHATGPT?

- Create job ads, policies, guidelines and interview questions
- Summarise long texts, reports and CVs
- Collect and analyse feedback from stakeholders
- Create chat-based screening tools for initial candidate assessments
- Communicate policy and compliance information
- Develop interactive chatbots to answer employee FAQs
- Design virtual training assistants that provide employees with real-time guidance

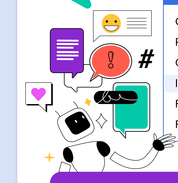
ESSENTIAL CHATGPT PROMPTS

TONE

ChatGPT can help make your content resonate with the right audience by curating your tone of voice and formatting content for different platforms.

"Write using a [X] Tone."

- Conversational
- Persuasive
- Concise
- Instructive
- Formal
- Firm

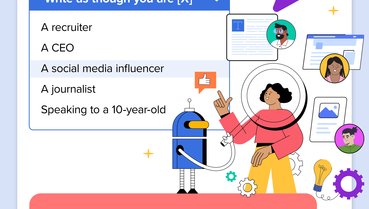


CONTEXT

Including the context and essential perspectives allows ChatGPT to generate content that is relevant, consistent and personalised.

"Write as though you are [X]"

- A recruiter
- A CEO
- A social media influencer
- A journalist
- Speaking to a 10-year-old

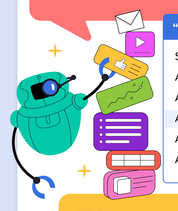


FORMAT

Specifying the format upfront saves time and effort and avoids confusion or mismatched expectations.

"Format this as [X]"

- Short bullet points
- A table with 3 columns
- A polite email
- A Facebook post
- An instruction manual
- A persuasive pitch

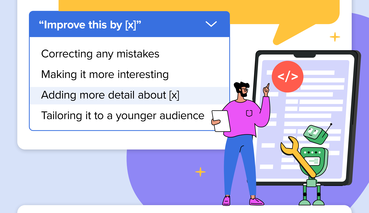


EDIT

ChatGPT is receptive to feedback and will retain the information over time, allowing it to generate more relevant responses in the future.

"Improve this by [x]"

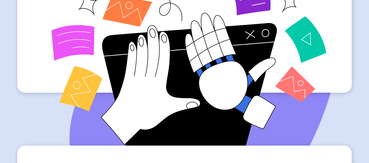
- Correcting any mistakes
- Making it more interesting
- Adding more detail about [x]
- Tailoring it to a younger audience



EXAMPLE PROMPTS

Context: you are recruiting for a marketing specialist role.

- "Draft a job description in a formal tone using the business information provided."
- "Write an engaging cold email to potential candidates enticing them to apply. Here are some details about the role."
- "Summarise these CVs and rank them according to the role criteria." [Be careful inputting sensitive information, like people's email, full name or phone number].
- "Write 3 personalised rejection letters that will leave a candidate feeling inspired to apply again in the future."



IT'S NOT JUST CHATGPT...

Other chatbots to try

- BARD AI — Google Bard
- Anthropic Claude
- POE
- Bing Chat

Source: Pete Huang, The Neuron; ChatGPT

HRM