Prompt Cheat Sheet for Wisconsin HR Professionals

HR Professionals

Best Prompt Engineering Structure

Act like a [ROLE]. Create a [TASK] Display as a [FORMAT].

Act like a [ROLE]

1. Hiring Manager
2. Benefits Coordinator
3. Compliance Officer
4. Payroll Manager
5. Recruiter
6. HR Generalist
7. Safety Manager
8. Training Manager
9. HR Director.
10. Performance Manager
11. Legal Counsel
12. Compensation Specialist
13. Team Leader
14. HR Analyst
15. Wellness Coordinator

Create a [TASK]

1. job description
2. employee benefits
3. company policy
4. payroll schedule notification
5. interview guide for new hires
6. employee engagement survey
7. safety compliance memo
8. onboarding schedule
9. inclusion strategy
10. performance review template
11. Performance Improvement Plan
12. salary benchmarking report
13. team-building activity plan
14. retention analysis report
15. well-being program proposal

Display as a [FORMAT]

1. LinkedIn post
2. email announcement
3. employee handbook entry
4. text message alert
5. checklist
6. Google Form
7. PDF bulletin
8. calendar invite
9. presentation deck
10. Word document
11. policy document
12. Excel spreadsheet
13. event invitation
14. dashboard
15. flyer

How to "Prime" Your Prompts

To prime a prompt effectively, specify key details like role, company, location, market scope, offerings, differentiators, and more. Adding additional context, such as company bio and size, enriches the AI's response accuracy and relevance.

Prompt For Most Difficult Challenges

Act like an operational efficiency expert. I am a [INSERT ROLFE] for [INSERT COMPANY] in Wisconsin. Help me iterate a step-by-step, actionable plan to automate my most time-consuming tasks, described below.
[INSERT TASKS]

Example: How to Link Your Prompts

Zero: Create a strategy for recruiters of [INSERT COMPANY] ahead of [INSERT EVENT].

One: Create a strategy for recruiters of [INSERT COMPANY] ahead of [INSERT EVENT] designed to improve recruitment success and ease staff workload.

Multiple: Create a strategy for recruiters of [INSERT COMPANY] ahead of [INSERT EVENT] designed to improve recruitment success and ease staff workload. CONTEXT: [INSERT EVENT DESCRIPTION] and [INSERT RECRUITMENT GOALS].

FUNDRAISERS

Best practices for using AI in HR workflows: set clear objectives, prioritize data security, and continually educate and refine strategies.

DO



Start with Clear Objectives

Set specific AI goals to enhance efficiency.



Create Relevant Prompts

Develop prompts for personalized engagement and communication.



Prioritize Data Security

Use anonymized data to ensure company privacy.



Iterate and Refine

Test to improve AI responses through feedback implementation.



Educate Team Members

Train staff on effective AI usage and best practices.

DON'T



Rely Exclusively on AI

Combine AI insights with human expertise for effectiveness.



Silo AI Adoption Efforts

Healthy dialogue accelerates the integration of AI org-wide.



Overlook the Ethics of AI

Use anonymized data instead of sharing identifiable data.



Fail to Provide Context

Initial responses aren't always up to par, so be prepared to dialogue



Skip Testing Variables

Use generalized details instead of sharing identifiable data.