Best ChatGPT Prompts for HR Professionals

This guide provides HR professionals with actionable prompt examples for using ChatGPT in daily HR tasks, from policy development to employee relations and training.

# Policy Drafting & Compliance

* - Draft a workplace harassment policy compliant with Massachusetts law.
* - Create an ADA reasonable accommodation process flowchart for managers.
* - Summarize the main obligations of an employer under FMLA and Massachusetts PFML.
* - Write a whistleblower policy tailored to a nonprofit organization in Connecticut.
* - Develop a record retention policy for employee personnel files in Rhode Island.

# Employee Relations & Investigations

* - Generate sample interview questions for a workplace bullying investigation.
* - Create a script for a conflict resolution session between two coworkers.
* - What steps should HR take when receiving a retaliation complaint?
* - Draft a template for an internal investigation summary report.
* - List dos and don’ts for interviewing a witness in a harassment case.

# Recruitment & Onboarding

* - Write an inclusive job description for a Marketing Manager that avoids biased language.
* - Create an onboarding checklist for remote employees in Connecticut.
* - Suggest AI tools that can screen resumes while minimizing algorithmic bias.
* - Design a 30-60-90 day onboarding plan for a new HR Generalist.
* - What interview questions help assess a candidate’s cultural alignment?

# Training & Development

* - Develop a 1-hour training outline on preventing workplace discrimination.
* - Create a training module for managers on conducting stay interviews.
* - Write a quiz to test employee understanding of the employee handbook.
* - What are the key topics to include in a DEI training for executives?
* - Summarize current EEOC training requirements for federal contractors.

# Performance & Feedback

* - Draft a performance improvement plan (PIP) template.
* - Write sample feedback for an underperforming team member in a respectful tone.
* - Create a self-assessment template for annual reviews.
* - What are effective strategies to coach a high-potential but disengaged employee?
* - How should managers address inconsistent attendance during performance reviews?

# HR Strategy & Analytics

* - What are key HR metrics to include in a quarterly board report?
* - Summarize workforce planning best practices for a company under 100 employees.
* - Create a business case for implementing AI-powered HR tools.
* - How should an HR department structure itself in a growing nonprofit?
* - What predictive analytics can be used for employee turnover prevention?

# AI & Technology in HR

* - Create a policy on employee use of AI tools in the workplace.
* - List pros and cons of using AI in candidate screening.
* - How can HR professionals vet AI tools for compliance and bias?
* - Generate an employee consent form for AI monitoring systems.
* - Draft an FAQ to educate employees on workplace AI use.