

# AI Prompt Library • Human Resources

Practical GenAI prompts for HR professionals • Aurorae Group, LLC

This reference provides ready-to-use GenAI prompts mapped to core HR functions. Each prompt is a starting point — customize the bracketed fields for your organization and refine the output before use. AI-generated content should always be reviewed for accuracy, tone, and appropriateness before sharing or filing. These prompts are designed for use with current generative AI tools including ChatGPT, Claude, and Gemini.

## Recruitment, Selection & Onboarding

1	Use Case	Generate a tailored, compelling job description for a specific role that reflects your organization's culture and attracts qualified candidates.
	Sample Prompt	<i>You are an experienced HR specialist. Write a job description for a [mid-level / senior] [Job Title] at [Organization Name]. Our culture is [describe in 2-3 words, e.g., collaborative, mission-driven, results-oriented]. The role involves [key responsibilities]. Required qualifications include [list 3-5]. Preferred qualifications include [list 1-3]. Include a brief section on what makes this organization a compelling place to work. Tone should be [professional / warm / direct]. Format as a standard job posting with clear sections.</i>
	Value	Saves significant drafting time while producing consistent, engaging language. Easy to customize across multiple roles by swapping bracketed variables.

2	Use Case	Draft a personalized outreach email inviting a strong candidate for an initial screening conversation.
	Sample Prompt	<i>You are a recruitment coordinator at [Organization Name]. Write a warm, personalized outreach email to a candidate named [Name] who has a background in [relevant experience area]. We are inviting them to an initial 30-minute screening call for the [Job Title] role. Mention that their background in [specific detail] caught our attention. Include a clear next step for scheduling. Keep it to 3 short paragraphs. Tone: professional but human, not corporate.</i>
	Value	Reduces manual drafting while maintaining a personal, high-quality candidate experience. Improves response rates compared to generic outreach.

3	Use Case	Create a structured onboarding checklist that ensures new hires have a consistent, well-organized first experience.
	Sample Prompt	<i>You are an experienced HR professional. Create a 30-60-90 day onboarding checklist for a new [Job Title] at [Organization Name]. Include: pre-start tasks (paperwork, system access, workspace setup), first-week priorities (orientation, team introductions, key meetings), 30-day</i>

		<i>milestones (role clarity, initial projects, feedback check-in), 60-day milestones (growing independence, relationship building), and 90-day milestones (performance expectations, development goals). Format as a checklist with checkbox-style formatting and brief explanatory notes for each item.</i>
	<b>Value</b>	Standardizes the onboarding experience across managers and departments, reducing drop-off and accelerating new hire productivity.

## Employee Relations & Performance Management

<b>4</b>	<b>Use Case</b>	Generate a structured, balanced performance review paragraph for a manager who is struggling to articulate feedback in writing.
	<b>Sample Prompt</b>	<i>You are a supportive HR business partner helping a manager draft a performance review. The employee [Name or 'the employee'] has demonstrated strong performance in [specific strength area]. They have an opportunity to grow in [specific development area]. Draft a 2-paragraph performance review section: the first paragraph should recognize specific strengths with concrete examples (I will provide them); the second should frame the development area constructively, tied to a growth opportunity rather than a criticism. Tone: fair, specific, and professional. Avoid vague language like 'good attitude' or 'needs improvement' without context.</i>
	<b>Value</b>	Reduces manager writer's block, improves review quality and consistency, and reduces the risk of language that could create legal exposure.

<b>5</b>	<b>Use Case</b>	Draft formal documentation for a performance or conduct issue that is factual, professional, and appropriate for the employee file.
	<b>Sample Prompt</b>	<i>You are an HR professional drafting formal documentation. Generate a written warning memo for an employee regarding [specific issue, e.g., repeated unexcused absences / failure to meet documented performance expectations]. Include: a factual description of the issue and relevant dates, reference to any prior conversations or warnings, the expected standard of performance or conduct, consequences if the issue continues, and a statement inviting the employee to respond. Tone: factual, respectful, and clear. Do not use language that is punitive or emotional. Format as a formal memo.</i>
	<b>Value</b>	Saves time on difficult documentation while ensuring the record is professional, legally sound, and consistent with organizational standards.

<b>6</b>	<b>Use Case</b>	Rapidly synthesize qualitative survey feedback into actionable themes and recommendations for leadership.
	<b>Sample Prompt</b>	<i>You are a skilled qualitative researcher. I am going to paste in open-ended responses from an employee engagement survey. Please identify</i>

		<i>the 4-5 most prominent themes across the responses — both positive and critical. For each theme: give it a short descriptive label, write a 2-3 sentence summary of what employees said, note the approximate frequency or strength of the theme, and suggest one concrete action item leadership could take in response. Flag any responses that signal urgency or elevated risk. [Paste survey responses here]</i>
	<b>Value</b>	Transforms hours of manual analysis into a structured, actionable brief. Helps HR respond to employee feedback faster and with greater confidence.

## Policies, Procedures & Compliance

<b>7</b>	<b>Use Case</b>	Translate complex policy or regulatory language into clear, accessible summaries that employees can actually understand and act on.
	<b>Sample Prompt</b>	<i>You are an experienced HR communications writer. I am going to paste in a section of our [policy name, e.g., remote work policy / FMLA policy / code of conduct]. Please rewrite it in plain language for a general employee audience with no legal or HR background. Preserve the original meaning and all required compliance elements. Use short sentences, active voice, and everyday vocabulary. Format as a brief overview paragraph followed by a short bullet list of key points employees need to know. [Paste policy section here]</i>
	<b>Value</b>	Improves employee understanding and compliance. Reduces repetitive HR inquiries by making policy self-service accessible. Reduces liability from misunderstood requirements.

## HR Analytics & Strategy

<b>8</b>	<b>Use Case</b>	Generate a concise, leadership-ready summary of HR metrics that highlights trends and recommends action.
	<b>Sample Prompt</b>	<i>You are an experienced HR analyst preparing a brief for senior leadership. I am going to provide HR metrics data. Please produce a 1-page executive summary that: identifies the 3 most significant trends in the data, explains what each trend means for the organization, flags any metrics that warrant immediate attention, and recommends one concrete action for each flagged area. Tone: direct, data-grounded, and strategic. Avoid jargon. Format with a brief intro paragraph followed by clearly labeled trend sections. [Paste metrics data here]</i>
	<b>Value</b>	Reduces the time required to translate raw HR data into leadership-ready insights. Helps HR earn a seat at the strategic table by presenting data in the language of business outcomes.

<b>9</b>	<b>Use Case</b>	Generate a first draft of an organizational AI acceptable use policy that HR can refine with legal and IT before adoption.
	<b>Sample Prompt</b>	<i>You are an experienced HR policy writer with knowledge of AI governance best practices. Draft a first version of an AI Acceptable Use Policy for [Organization Name], a [organization type, e.g., nonprofit foundation / mid-sized company] with approximately [headcount] employees. The policy should cover: approved and prohibited uses of generative AI tools, data privacy and confidentiality requirements (including what may not be entered into AI systems), expectations for human review of AI-generated outputs, disclosure requirements when AI is used in external communications or deliverables, and a process for requesting approval of new AI tools. Tone: clear and practical, written for a general employee audience. Flag sections that will require legal review before adoption.</i>
	<b>Value</b>	Gives HR and legal a strong starting point rather than a blank page. Accelerates the governance process and signals organizational seriousness about responsible AI adoption.

<b>10</b>	<b>Use Case</b>	Draft a structured communication plan for a significant organizational change that ensures consistent, timely messaging across all stakeholder groups.
	<b>Sample Prompt</b>	<i>You are an experienced HR change management specialist. I need a communication plan for [describe the change, e.g., a new performance management system / an organizational restructuring / a return-to-office policy]. Key stakeholder groups are: [list 2-4 groups, e.g., all staff, managers, senior leadership, board]. Please draft: a timeline of communications from announcement through implementation, a tailored key message for each stakeholder group, the recommended channel for each communication (email, all-hands, manager briefing, etc.), and a list of likely employee questions with suggested responses. Tone: transparent, empathetic, and action-oriented.</i>
	<b>Value</b>	Prevents the communication gaps and inconsistency that derail change initiatives. Helps HR and leadership stay aligned and ensures employees receive the right information at the right time.

**Important:** Treat all AI outputs as first drafts requiring human review. Do not input personally identifiable employee information, confidential data, or sensitive personnel details into free or unapproved AI tools. Use your organization's approved enterprise tools for sensitive HR work.