How Hiring Managers can use ChatGPT to help recruit their next employee

From crafting compelling job descriptions to ensuring compliance, AI is emerging as a powerful ally in modern recruitment. Here are some of the ways AI is supporting hiring managers & recruiters with their processes:

1. Writing and Optimising Job Ads

- Generating attention-grabbing job ads tailored to your ideal candidate (e.g. young, experienced, visa holders).
- Optimising ads for SEO by including the right keywords.
- Localising the tone and content based on your worksite culture or candidate demographics.

Example Prompt:
"Write a job ad for a warehouse worker in Welshpool. The team is young, sporty, and values a good sense of humour."

2. Benchmarking Pay Rates and Role Titles

- Generating competitive pay suggestions based on location and role.
- Suggesting better job titles that appeal more to your target candidates.

Example Prompt:
"What's a more appealing job title than 'General Labourer' for this ad in Perth?"

3. Supporting Diversity and Inclusion

- Reviewing job ads or interviewing processes for bias.
- Rephrasing language to be more inclusive.

Example Prompt:
"Make this job ad more inclusive without sounding too formal."

4. Screening and Shortlisting Resumes

- Summarising key experience, qualifications, and red flags.
- Assessing suitability for specific roles based on resume data.
- Identifying work gaps or inconsistencies for further checking.

Example Prompt:
"Based on this resume, which of the following roles is this candidate suitable for: Forklift Driver, Labourer, or Storeperson?"

5. Classifying Visa and Work Rights

- Scanning resumes to identify and classify visa types (e.g. Student, Working Holiday).
- Helping you to comply with employment laws quickly.

Example Prompt:
"Does this resume mention any visa type? If so, classify it."

6. Automating Candidate Messaging

- Drafting initial contact messages, interview invites, or follow-up emails.
- Adjusting tone (friendly, professional, casual) based on your brand or audience.
- Translating messages for non-native English speakers.

Example Prompt:
"Write a friendly message asking a candidate if they're available to interview this week."

7. Building Recruitment Process Documents

- Creating onboarding workflows, interview guides, hiring checklists, and templates.
- Keeping hiring consistent and compliant.

Example Prompt:
"Write a simple recruitment process checklist for hiring forklift drivers."