

# Gemini Prompts for HR



## RECRUITMENT AND SELECTION

### 01 Inclusive job description

Prompt

You are a recruiter at a mid-sized [industry] company hiring in the U.S. Create an inclusive, clear job description that attracts qualified applicants and is easy to scan. Draft a job description for [job title].

**Level:** [entry/mid/senior].  
**Team:** [team].  
**Location:** [remote/hybrid/on-site + city/state].  
**Reporting line:** [reports to]. Must-haves: [list].  
**Nice-to-haves:** [list].  
**Compensation range:** [range or "include placeholder"].  
**Company tone:** [supportive/straightforward].

### 02 Structured interview plan prompt

Prompt

You are an HR business partner supporting fair, structured hiring. Build a consistent interview process that reduces bias and improves decision quality. Create a structured interview plan for [role].

**Role level:** [level].  
**Core competencies:** [3-5 competencies].  
**Interview stages:** [e.g., screen + hiring manager + panel].  
**Time per interview:** [minutes].  
**Any must-assess skills:** [list].

### 03 Offer letter review checklist

Prompt

You are an HR operations specialist focused on accuracy and consistency. Reduce errors and ensure offer letters align with internal policy and approvals. Create an offer letter review checklist for [role].

**Country/state:** [location].  
**Pay structure:** [salary/hourly].  
**Benefits approach:** [standard/role-specific].  
**Required approvals:** [list].  
**Policy references:** [links or bullet points].

### 04 Rejection email templates

Prompt

You are a recruiter writing candidate-first communication. Deliver clear, respectful rejections that protect candidate experience and reduce follow-up questions. Draft 5 rejection templates for [role]: (1) after application review, (2) after screen, (3) after interview, (4) finalist but not selected, (5) role paused/closed.

**Company tone:** [warm/straightforward].  
**Include next steps:** [talent community link, future roles].  
**Feedback policy:** [no feedback / limited feedback].

## PERFORMANCE MANAGEMENT

### 01 SMART goals + OKRs drafting prompt

Prompt

You are an HR business partner helping managers set fair, measurable goals. Create goals that are specific, measurable, and within the employee's control. Generate 3 OKR options for [role] aligned to [team/company priority].

**Time period:** [quarter/half-year].  
**Key deliverables:** [list].  
**Constraints:** [budget/tools/headcount].  
**Dependencies:** [teams].

### 02 Performance review summary template

Prompt

You are an HR operations partner creating consistent performance documentation. Provide a neutral template that supports fair, evidence-based reviews. Create a performance review summary template for [role family/level].

**Review cycle:** [mid-year/year-end].  
**Competency framework:** [list or "use placeholders"].  
**Rating scale:** [1-5 / meets-exceeds].

### 03 Development conversation script prompt

Prompt

You are a coach-style HR partner helping managers have supportive development conversations. Keep the conversation constructive, specific, and action-oriented. Draft a development conversation script for a manager speaking with an employee in [role].

**Development focus:** [skill/behavior].  
**Tone:** [supportive and direct].  
**Time available:** [20/30/45 minutes].

### 04 Performance improvement plan outline

Prompt

You are an HR business partner creating a supportive, structured improvement plan. Clarify expectations, provide support, and document progress fairly. Create a non-legal PIP outline for [role].

**Performance gaps (high-level):** [missed deadlines/quality/communication].  
**Role expectations:** [list].  
**Support available:** [training/mentoring].  
**Timeline:** [30/60/90 days].

## LEARNING AND DEVELOPMENT

### 01 6-week learning path (role-based)

Prompt

You are an L&D advisor designing role-based learning paths. Help someone build [skill] through practice, reflection, and feedback. Create a 6-week learning path for [role].

**Current level:** [beginner/intermediate].  
**Work context:** [team + typical tasks].  
**Time per week:** [hours].

### 02 Training session plan & facilitator guide

Prompt

You are an instructional designer creating engaging, practical sessions. Deliver a 60-minute session that results in clear takeaways and behavior change. Create a 60-minute training plan on [topic] for [audience].

**Delivery:** [in-person/hybrid/virtual].  
**Group size:** [#].  
**Key behaviors to change:** [list].

### 03 Manager coaching guide prompt

Prompt

You are an HR coach supporting people managers. Help managers coach with clarity, empathy, and accountability. Create a coaching conversation guide for [scenario] (e.g., missed deadlines, stakeholder communication, confidence in presenting).

**Employee role:** [role].  
**Manager style:** [supportive/direct].  
**Desired outcome:** [what should change].

## REWARDS

### 01 Compensation philosophy

Prompt

You are a total rewards specialist writing employee-friendly compensation principles. Explain how pay decisions work in a clear, transparent way. Draft a compensation philosophy for [company].

**Market position:** [lead/meet/lag].  
**Pay equity approach:** [statement].  
**Transparency level:** [high/medium/low].  
**Values:** [list].

### 02 Promotion/pay review justification template

Prompt

You are a total rewards partner helping managers write fair, evidence-based justifications. Reduce subjective language and ensure consistency in decisions. Create a justification template for [promotion/pay review] for [role].

**Decision criteria:** [impact, scope, skills, outcomes].  
**Documentation sources allowed:** [metrics, project outcomes].

### 03 Total rewards statement outline prompt

Prompt

You are a total rewards specialist designing employee-friendly statements. Show the full value of rewards in a clear, scannable format. Create a total rewards statement outline for [role/employee group].

**Components included:** [salary, bonus, benefits, time off, L&D].  
**Audience:** [all employees/managers].  
**Output format:** [One-page outline + section descriptions + suggestions for visuals (icons, layout)].

## EMPLOYEE PARTICIPATION AND COMMUNICATION

### 01 Pulse survey & manager action plan

Prompt

You are a people analytics partner designing short, useful surveys. Gather actionable insights and support managers to respond well. Draft a pulse survey for [team/topic] plus a manager action plan.

**Survey length:** [5-10 questions].  
**Topics:** [engagement, workload, clarity].  
**Reporting method:** [team-level only].

## HR OPERATIONS AND ADMINISTRATION

### 01 SOP and checklist

Prompt

You are an HR operations lead documenting processes clearly. Create an SOP that reduces errors and makes ownership clear. Draft an SOP and checklist for [HR process].

**Tools used:** [HRIS, ticketing].  
**Owners:** [roles].  
**SLA/timeline:** [details].  
**Inputs/outputs:** [list].  
**Output format:** [SOP sections (purpose, scope, roles, steps, exceptions, escalation, audit trail) + one-page checklist + RACI table].