

# AI Prompt Templates for HR Teams

These templates help HR teams use AI quickly and consistently in daily work. Each section covers a key HR function, from recruitment to compliance, with ready-to-use prompts you can drop into your favorite generative tool. Use them as written or adapt them to fit your team's culture and workflow.

## 1. Recruitment and Job Descriptions

<b>Goal</b>	Build Clear, Inclusive Job Communications
<b>Prompts</b>	<ul style="list-style-type: none"><li>• Write a job description for a {job_title} in {industry}, highlighting {skills_required}. Keep it welcoming and inclusive.</li><li>• Generate five behavioral interview questions for a {job_title} role that assess {specific_competency}.</li><li>• Draft a personalized outreach message for a candidate with experience in {field} for our {job_title} opening.</li><li>• Write a polite rejection {SMS/email} for applicants who didn't advance for {job_title}. Offer one line of constructive feedback.</li></ul>

## 2. Onboarding and Training

<b>Goal</b>	Build Clear, Inclusive Job Communications
<b>Prompts</b>	<ul style="list-style-type: none"><li>• Create a welcome SMS for a new {job_title}, listing day-one priorities and key contacts.</li><li>• Write a training outline for {topic} with learning outcomes and three short activities for a {duration} session.</li><li>• Generate an FAQ about {company_policy} in plain language.</li><li>• Create a 90-day onboarding plan for a {job_title}, including milestones and mandatory courses.</li><li>• Draft a short text message introducing {name} as our new {role}.</li></ul>

### 3. Performance and Feedback

<b>Goal</b>	Give Balanced, Actionable Feedback
<b>Prompts</b>	<ul style="list-style-type: none"><li>• Write performance feedback for an employee who excels at {strength} but needs improvement in {area}. Include two specific examples and one actionable tip.</li><li>• Draft a recognition message for an employee who wrapped up {project_name}. Highlight {biggest win} in one sentence.</li><li>• Create a quarterly review template that blends metrics and narrative feedback.</li><li>• Generate a 90-day improvement plan for an employee struggling with {challenge}, with weekly checkpoints.</li><li>• Write a brief text congratulating {employee_name} on {achievement} to share with the team.</li></ul>

### 4. Employee Engagement and Culture

<b>Goal</b>	Build Community Across Teams
<b>Prompts</b>	<ul style="list-style-type: none"><li>• Suggest five engagement activities for a {industry} company with {team_size} employees,</li><li>• including options for remote or field staff.</li><li>• Write a 150-word newsletter update about {initiative_name}, covering wins and next steps.</li><li>• Create a poll about {topic} with four multiple-choice questions to gauge sentiment.</li><li>• Draft an announcement for a company-wide {event_type}. Make the logistics crystal clear.</li><li>• Generate three motivational messages (under 160 characters) tied to our value of {value}.</li></ul>

## 5. Policy and Compliance

<b>Goal</b>	Make Policies Clear and Accessible
<b>Prompts</b>	<ul style="list-style-type: none"><li>• Summarize our {policy_topic} policy in plain English—three short paragraphs max.</li><li>• Write a 160-character compliance reminder about {policy_area}.</li><li>• Create a step-by-step guide explaining how to follow the updated {procedure_name}.</li><li>• Draft an FAQ covering common questions about our {benefit_type}.</li></ul>

### Strategy Session

Reach out today to speak with a Yourco consultant about optimizing your employee communication strategy.

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