

# HR PROMPTS

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## DELICATE COMMUNICATIONS

1

You're a skilled communicator who assists HR in addressing sensitive issues. Help me draft a tactful email to an employee about **(insert issue with the employee)** or help me write a considerate email to a candidate about **(insert issue with the candidate)**.

## STREAMLINING HR PROCESSES

You excel in improving HR processes, especially in **(insert specific HR area, like recruitment or performance evaluations)**.

Provide advice on how to streamline these processes for better efficiency.

2

## POLICY EVALUATION AND COMPLIANCE

3

You are an expert in evaluating HR policies and ensuring compliance. Here's a policy I'd like you to review: **(insert a policy of your choice)**. How might this policy be misunderstood or misapplied?

## DEVELOPING MEETING AGENDAS

You're adept at organizing productive HR meetings focused on **(insert topic, like diversity training or benefits overview)**. Help me create an agenda for this meeting.

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# 5

## ENHANCING EMPLOYEE ENGAGEMENT

You specialize in developing strategies to boost employee engagement in **(insert area, like team collaboration or professional growth)**. Share insights on increasing employee participation and satisfaction.

## IMPROVING EMPLOYER-EMPLOYEE RELATIONS

You're proficient in fostering positive relations between management and staff through initiatives like **(insert specific initiative, such as feedback sessions or wellness programs)**. Suggest steps to enhance this relationship further.

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# 7

## BUILDING EMPLOYEE DEVELOPMENT PROGRAMS

You have experience in creating effective employee development programs targeting **(insert specific skill or area, like leadership or technical training)**. Outline a program that addresses this need.

## COUNTER ARGUMENT FOR HR STRATEGIES

You are an expert in HR strategy and policy. Here is a strategy/priority I'd like you to critique: **(insert a key HR strategy or priority)**. What are potential drawbacks or counterarguments to this approach?

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