



# ChatGPT

## FOR EMPLOYEE ENGAGEMENT

\*Courtesy of AIHR



## HR Use Cases

### POLICY DRAFTING

Use ChatGPT to draft documentation

### SUMMARIZE FEEDBACK

Use ChatGPT to summarize employee feedback

### INCLUSIVE WRITING

Ask ChatGPT to rewrite your text in a more inclusive way

### WRITING IMPROVEMENT

Ask ChatGPT to draft interview questions to interview specific skills.

### EMPLOYEE RECOGNITION

Request ChatGPT to draft personalized appreciation messages for employee achievements

### MEETING SUMMARIES

Use ChatGPT to summarize key points from HR meetings or discussions

### COACHING QUESTIONS

Ask ChatGPT to provide a list of coaching questions

### JOB DESCRIPTIONS

Use ChatGPT to create detailed, concise job descriptions for new roles

### EMPLOYEE SURVEYS

Ask ChatGPT to design questions for employee satisfaction or engagement surveys

## PROMPT

### Structure

#### OBJECTIVES

Create a hiring plan

#### CONTEXT

For hiring a new HR team of 5 for a U.S.-based startup with a \$200,000 budget

#### FORMAT

Presenting role-specific salaries through concise bullet points

## TONE WORDS

#### FORMAL

Proper grammar, complete sentences, no slang

#### INFORMAL

Colloquial language, Shorthand, Emoji

#### PROFESSIONAL

Industry specific language, technical vocabulary

#### FRIENDLY

Positive, supportive, upbeat language

#### SERIOUS

Neutral, straightforward, somber

#### POETIC

Metaphorical, figurative, Artistic

#### SARCASTIC

Irony, humorous, expressive

#### ACADEMIC

Scholarly, Evidence-based, rigorous

#### NARRATIVE

Story telling, descriptive, immersive

#### EXAMPLE PROMPT

List 5 best practices for onboarding a new employee.

#### EXAMPLE PROMPT

Draft a work-from-home policy for an employee handbook.

#### EXAMPLE PROMPT

Create a job description for a [Insert position]. Include responsibilities

#### EXAMPLE PROMPT

Provide 10 screening interview questions for a [add job title]

## BEST PRACTICES

### Data & Security Privacy

#### ANONIMIZE PERSONAL DATA

Don't insert sensitive personal information in your interactions

#### LIMIT DATA SHARED

Only input necessary details for your interaction, nothing more

#### ENSURE OUTPUT ACCURACY

Always edit all ChatGPT answers to ensure reliability

#### BE TRANSPARENT

Let others know when you're using AI in a conversation, if applicable

#### STAY LEGAL

Understand and adhere to your local laws on data usage

#### CHECK FOR BIAS

Stay alert to potential biases in the AI's responses

#### ENSURE INPUT ACCURACY

Input data carefully for more accurate response

#### CHECK SOURCES

ChatGPT sometimes confabulates sources. Always check your facts

## CHATGPT BEST PRACTICES

#### Use Clear Prompts

Specific and direct prompts result in more accurate responses

#### Verify Sensitivity

Remember, ChatGPT doesn't recognize sensitive personal data unless stated in the prompt

#### Iterate Questions

If answer isn't satisfactory, reformulate your question for clarity

#### Test Responses

Experiment with your prompts to optimize AI's understanding and response

#### Prompt Chaining

Feed the output of the first prompt into the second for more complex conversation

#### Manage Expectations

ChatGPT can't perform tasks like humans, so set realistic expectations

#### Limit Scope

Don't expect extensive reasoning; keep the scope of each prompt focused

#### Use Reinforcement Learning

Rewards desired AI behavior to improve model responses over time

#### Establish Context

Always provide necessary context for nuanced or company-specific queries

#### Analyze Output

Regularly evaluate AI output for quality control and adjustments