

20 Essential ChatGPT Prompts for Recruiters





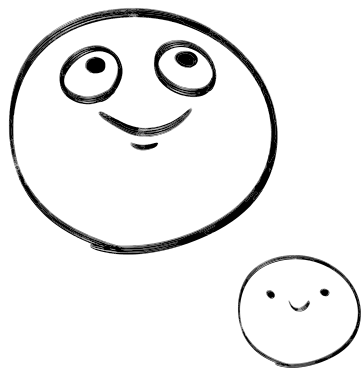
Introduction

Recruiting is a vital pillar in any successful organization. It shapes the workforce, driving innovation and growth. And given how in-demand skills and talent are (and will be for the foreseeable), it's never been more important to ensure your hiring methodologies are optimized.

Top talent requires you to be efficient, effective, and engaging – yet traditional recruitment structures can be quite the opposite: time-consuming, prone to biases, and lacking the scope needed to identify the best candidates. The talent marketplace is evolving, and recruiting must level-up alongside it to keep pace! And one of the most fascinating developments in this sphere is of course, generative AI and ChatGPT.

Why is Generative AI so Important for Recruiters?

As we stride into a future powered by artificial intelligence, recruiters find themselves at the forefront of this transformative journey. AI can assist recruiters with intelligent, human-like conversational capabilities, such as: quickly analyzing sourcing data, crafting inclusive job ads, or improving candidate outreach with touch of a few keys. With the ability to understand context, generate creative responses, and offer data-driven insights, AI software, like ChatGPT, can revolutionize the recruitment landscape. You just need to learn how!



The magic of **ChatGPT** prompts for recruiters!

ChatGPT prompts are specific instructions or queries designed to elicit informative responses or generate content. These prompts can be in the form of questions, instructions, or even incomplete sentences. The language model then analyzes the prompt and creates a response. But remember: the quality of the answer depends on the clarity and relevance of the prompt!

ChatGPT prompts are invaluable to recruiters, helping to streamline various aspects of the hiring process, enhance the candidate experience, and foster a more diverse and inclusive workforce. Recruiters can refine job descriptions to appeal to a broader talent pool or optimize interview questions to ensure fair evaluations and enhance the chances of finding the best-suited candidates.



Tips for creating the best prompts

Sourcing Leader and Founder of the Collab Lab, Maisha Cannon is SocialTalent's resident recruiting AI expert. In her incredible content on our learning platform, Maisha has created a framework to help TA folk craft the perfect prompt – and it's all about PRIDE:



P Purpose
Initiate with your goal in mind. GPT thrives on tasks, so decide what you'd like to streamline or automate.

R Request
Articulate your needs. Shape the output with specific directives – length, tone, target audience, and writing style.

I Identity
Assign a persona to GPT. The more precise, the better the results. A veteran hiring manager? A savvy data analyst? The choice is yours!

D Detail
Arm GPT with relevant data and criteria. Fun fact: GPT can mimic your writing style, producing outputs that are uniquely you!

E Examine
Don't just accept the outcomes – scrutinize, iterate, and refine as needed. View GPT as your collaborative partner, improving together over time.





**Chat GPT has endless uses,
and we here at SocialTalent have
collated 20 of the most essential
prompts for any recruiter**

*** CHECK IT OUT ***



1 Inclusive job descriptions

Description

ChatGPT can assist in writing inclusive and targeted job descriptions using language that encourages a diverse range of candidates to apply.

Prompt

“You are an experienced recruiter and your goal is to refine this [software engineer] job description to attract a diverse and qualified pool of candidates, emphasizing the organization’s commitment to creating an inclusive work environment and embracing candidates from underrepresented backgrounds. [+ add role details]”

2 Creating a bank of role-specific interview questions

Description

Looking to expand the net beyond standard interview questions? AI can help compile a specific list based on the role being hired for. The more details you feed it, the better and more relevant the questions.

Prompt

“You are an experienced recruiter looking to hire a [senior content marketer]. Create a list of 10 interview questions to ask. Ensure they are varied in scope and particularly address [social media]. Also include some behavioral style interview questions.”

3 Interview prep

Description

Generative AI can prepare recruiters for interviews, highlighting essential areas to assess a candidate's skills, experience, and cultural add.

Prompt

"You are an experienced recruiter. Provide me with a list of key talking points for an upcoming interview with a [marketing manager]. Include discussion topics about the candidate's experience with [digital marketing, cross-functional collaboration, and creative campaign ideas]."

4 Boolean strings

Description

Let ChatGPT take the sting out of creating Boolean strings and narrow down your candidate search on job boards and professional networking sites. Here's a specific example, but you can tailor to your particular needs.

Prompt

"You are a sourcer working with a recruiting team, and your overall objective is to find prospective qualified candidates for a software engineering role. Your task is to write a Boolean search query for LinkedIn, with the following criteria:

- Software Engineering experience at large organizations, preferably including financial institutions, where they held roles at senior, lead, or manager level.*
- Experience of Python or related frameworks, with Java and related languages;*
- Be based in New York or surrounding areas.*

In your search query, extrapolate any synonyms or related terms for core skills or experience using Boolean expressions suitable for LinkedIn."

5 Following-up with unsuccessful candidates

Description

ChatGPT can assist with writing follow-up emails to candidates, helping to maintain a positive experience even if they are not selected. Be sure to use these as a base and personalize and correct as needed!

Prompt

“You are an experienced recruiter and your task is to compose a thoughtful and personalized rejection email to this unsuccessful candidate. Thank them for their interest in the [Sales Team Lead] role and encourage them to keep in touch for future opportunities. [+ add any additional details]”

6 Candidate feedback

Description

A crucial (and often neglected!) element of the hiring process is providing feedback. ChatGPT can aid recruiters in crafting feedback to candidates, offering insights for improvement and nurturing long-term relationships.

Prompt

“Assist me in providing constructive feedback to a candidate post-interview. Highlight their [strong presentation skills, etc.] and offer suggestions for further enhancing their [technical expertise, etc].”

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Creating engaging candidate outreach copy

Description

Whether it's an email or a message on LinkedIn, generative AI can help you write engaging text that finds the right tone to snag star talent.



Prompt

"You are a recruiter looking to contact a prospective candidate. Write a concise LinkedIn InMail to [insert name], a [Production Controller] in [X company]. Inform them that an exciting role at [X company] has just opened and you'd love to set up a call to chat about it. Keep the tone warm and friendly."

8

Candidate experience surveys

Description

ChatGPT can assist in creating candidate experience surveys to gain valuable insights and continuously improve the recruiting process.



Prompt

"You are an experienced recruiter. Generate a survey to gather feedback from candidates about their recent recruitment experience, asking particularly about the clarity of communication, interview format, and their overall impression of the company culture."

9

Proofreading job descriptions for bias

Description

An extra set of eyes is invaluable when it comes to writing, especially in regards to pointing out biases or troublesome phrases in job descriptions. So let generative AI become your proofreader!

Prompt

“You are an experienced proofreader. Examine this job description and note any words or phrases that may be biased or non-inclusive. Flag these and suggest edits or alterations to ensure the job description doesn’t alienate any candidate.” [+ post job description]

10

Sourcing diverse candidates

Description

Sourcing diverse candidates for a role can sometimes get a bit tricky, but AI can suggest alternative platforms and communities for recruiters who may be drawing a blank.

Prompt

“You are a sourcer looking to expand a talent pool. Identify new channels and platforms to source candidates from diverse backgrounds, such as attending virtual career fairs focused on minorities or partnering with diversity-focused job boards.”

11

Promoting your employee referral program

Description

Referrals can be a goldmine for recruiters, but it's important to keep the program top of mind of all employees. AI can assist in crafting an engaging promotion email or message to do this.



Prompt

"You are an experienced recruiter writing communications to your whole company. Draft a message that promotes the employee referral program among staff, emphasizing the benefits of diverse referrals and the positive impact it can have on our workplace culture. Keep the tone light and engaging."

12

Challenges and assessments

Description

Part of the hiring process may involve the need for an assessment to test the skills of a candidate. With the right prompt, ChatGPT can suggest the perfect challenge for a role.



Prompt

"Create an assessment for a [copywriter] role in [X] company. The test should assess these key abilities: [list]. Ensure that the test is creative and engaging and gives scope to find the best candidate."

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New job opening social post

Description

Recruiters love a social post to promote a new job opening – it’s a great opportunity to get the word out to your network so you want to ensure it’s as engaging and effective as possible.



Prompt

“You are a recruiter. Write a [LinkedIn] social post promoting this new job opening: [details]. Keep the copy engaging and exciting, encouraging people to reach out if they know of a good candidate. List some of these key benefits also: [details.]”

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Salary information

Description

Knowledge is power! AI can be extremely useful when it comes to providing salary information for roles and levels. Be sure to double check the results however!



Prompt

“Provide salary insights and recommendations for a [senior data scientist] role in [New York City], considering industry benchmarks, cost of living, and the candidate’s experience level.”

15

Intake questions for hiring managers

Description

The hiring manager / recruiter relationship is so important for making good hires. So let ChatGPT take some of the burden out of proceedings by providing a comprehensive question list for hiring managers about the role.



Prompt

"You are an experienced recruiter working with a hiring manager. Write an intake list of questions to ask the hiring manager about the open role of [copywriter] on their team. Ensure the questions are specific and helpful for finding the best candidate."

16

Candidate screening questions

Description

Screening candidates before interviews is essential. It allows you to dig into the non-negotiables with less effort and disruption. AI can help you pinpoint the exact approach to take for the role you're hiring.



Prompt

*"Create a list of screening questions to ask a potential candidate in this role: [details].
Keep the questions concise and targeted."*

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Doing market research

Description

Particularly useful for more junior recruiters or if you're expanding into new industries and sectors. ChatGPT can undertake comprehensive market research to act as a foundation.



Prompt

"As a recruiter, conduct market research in the [X industry]. Highlight important trends, an overview of the current landscape, and new emerging technologies. Ensure it all relates back to hiring and talent acquisition. Include data, statistics, and sources, and also include any potential challenges. Keep this report clear, concise, and well ordered."

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Keyword research

Description

Finding keywords and synonyms for job titles or particular roles and skills can be a bit tough. But AI can whip up hundreds in a matter of seconds



Prompt

"Give me a list of keywords for the included job description that can be used to source a candidate for the position. Also include any keywords or synonyms not in the job description."
[+ job description]

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Preparing for technical job descriptions and resumes

Description

For non-tech recruiters this realm can be very intimidating! But there are times where they may have to step-up and find/hire technical talent – ChatGPT can be a saving grace.



Prompt

“Compare this resume to this job description and assess if the candidate is a match for the role. List areas where they may be lacking and areas they excel. Provide a suitable list of follow-up questions a recruiter should ask to find more information.”

[+ job description and resume details]

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General ChatGPT excellence

Description

Less specific here but ChatGPT can provide on-the-spot recommendations, insights, tactics, and tools for any situation a recruiter might find themselves in. Interviewing neurodiverse talent and want to understand accommodations? Unsure of certain terminology on a CV? Struggling to draft a tricky email? Ask your AI partner for help!

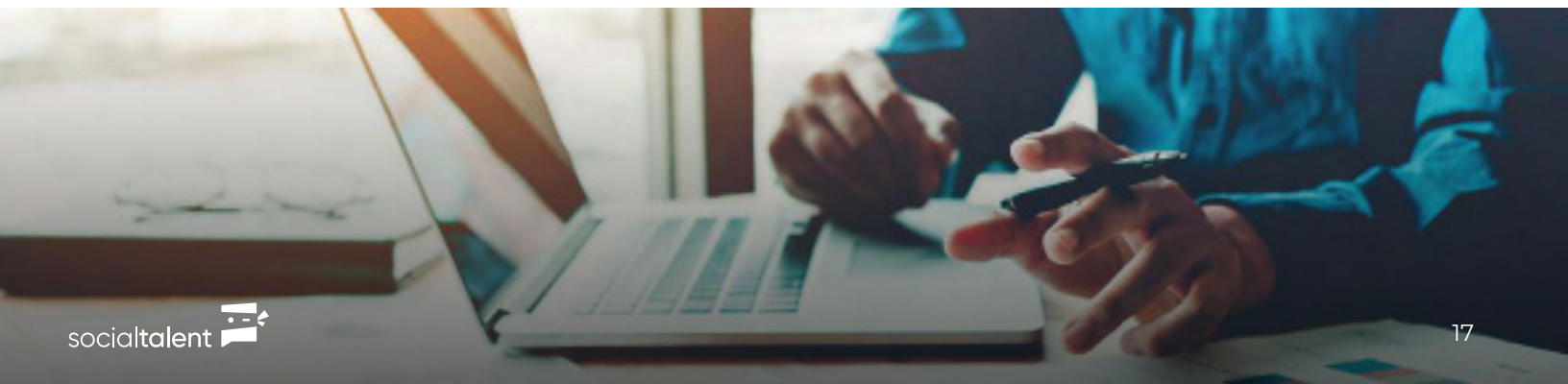


Prompt

“Give me a detailed list of accommodations and assistance I can give as a recruiter to a candidate who has autism. Suggest ways I can make the interview more effective and comfortable.”

* Final tips *

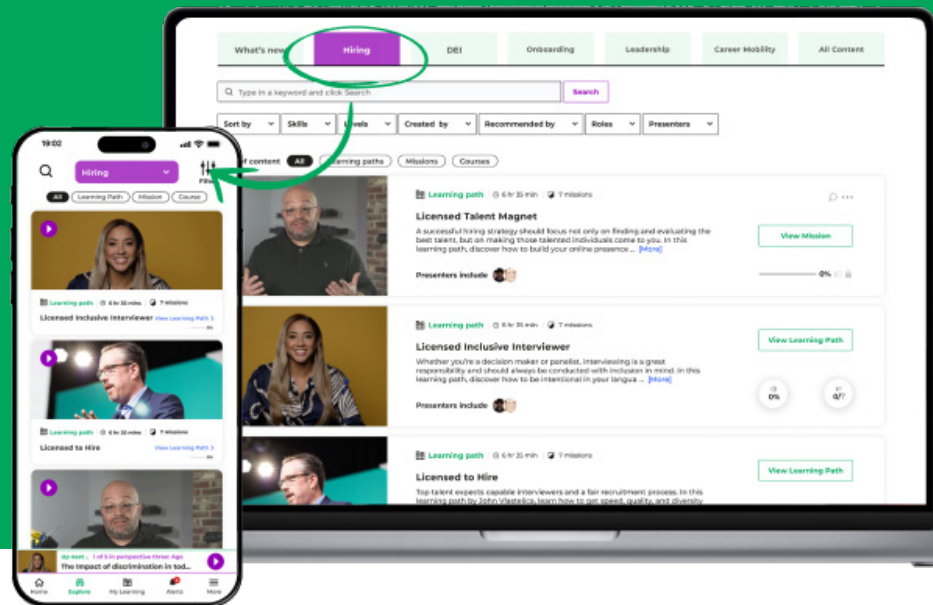
- ⇒ **Detailed information:** Don't leave important elements out of your prompts. If you want data or stats – ask for them. If the piece needs to be structured a certain way, add this in too.
- ⇒ **Ask before you start:** Include the line “before you start, do you have any questions about the task?” at the end of your prompt. ChatGPT will then ask you a list of questions you can answer to create an even more complete response!
- ⇒ **Output:** Is this an email template or a LinkedIn post? Always include the format and audience in your prompt for specificity.
- ⇒ **Double check:** AI is not perfect by any means and should never be relied upon as a primary source. Devote the time to checking the information provided.
- ⇒ **Proofread:** ChatGPT can make mistakes – proofreading is essential.
- ⇒ **Starting point:** Generative AI content is great for building a foundation and shouldn't be seen as a finished product. Infuse the copy with your own language and tone.
- ⇒ **Don't forget the human:** Humanity and empathy are hugely important for recruiters, so don't let these slip if using AI when communicating with candidates.
- ⇒ **Regulations:** AI is evolving fast and so are the guidelines, regulations, and laws. Be sure to double-check with your organization that you can legally use AI to assist in tasks and understand the limitations that may be imposed. For example, there may be constraints over uploading data to a third party application or GDPR concerns.



Learn more

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