

7 ChatGPT Prompts HR Pros Can Use Today



Flimp



If you work in HR, you're probably juggling benefits communication, onboarding checklists, job descriptions, and trying to support managers who barely have time to do one-on-ones. Your task list never ends.

Now imagine having a tool to draft, revise, and personalize these tasks in minutes. ChatGPT, when prompted well, can save you hours on your daily tasks.

Maybe you've played around with ChatGPT before and had it rewrite an email or summarize a policy. But you're not exactly using it to make your actual HR work easier. Understanding the possibilities of how ChatGPT can become a practical way to save time on the daily tasks that eat up your bandwidth is eye opening.

You don't need to be a prompt engineer. You just need to know what to ask and how to use what you get back.

Below you'll find seven ChatGPT prompts tailored specifically for HR pros. They're quick to try, easy to customize, and built to support the work you're already doing.

"Ready to bring these prompts to life? Explore how Flimp's HR tools can amplify your AI strategy"

And if you're brand new to ChatGPT, you'll find a quick start guide on how to use it safely and effectively at the end of this article.

7 HR Workflows ChatGPT Can Instantly Improve

You don't need to overhaul your tech stack to start getting value from AI. You can integrate ChatGPT into the workflows you already have by using the right prompts. Recruiting, onboarding, benefits, and communications can instantly become smoother and faster.

Below are seven high-impact ways HR teams are using ChatGPT. Get started by using the prompts that you can test and tweak as you go.

1. Write Better Job Descriptions, Faster

Writing job descriptions is a necessary grind. One that HR often does solo. ChatGPT can cut out hours of drafting and revision while tailoring clear and inclusive postings in your tone. Use it to adjust for different roles in future open positions.



Prompt:

Write a compelling job description for a mid-level marketing analyst at a hybrid company. Highlight flexibility, required technical skills, and growth opportunities. Use inclusive and welcoming language.

Why it Works:

This gets you 80% of the way there and does it quickly. You can then refine it for internal language or compliance.

2. Standardize Onboarding for Managers

Onboarding can't rely on a handbook. It needs conversations, tasks, and good first impressions to be successful. But managers often onboard without a clear plan. ChatGPT can help create an onboarding experience that empowers managers and engages new hires. Onboarding needs a balance of logistics and human interactions.



Prompt:

Generate a 2-week onboarding checklist for new remote employees and their managers. Include key milestones, virtual meet-and-greets, and compliance items.

Why it Works:

You offer a plug-and-play framework that makes onboarding more consistent across teams without HR having to own every detail.

Pro tip:

Centralize new hire resources using an onboarding microsite to house forms, videos, and personalized welcomes.

3. Simplify Benefits Communications

Open enrollment is high-stakes HR communication. Unfortunately, it can sometimes be confusing. ChatGPT can help simplify plan comparisons, draft reminder campaigns, or even personalize emails by life stage or persona. You can also use it to script explainer videos or turn benefits docs into simpler summaries.

Prompt:

Write a friendly and jargon-free explainer of PPO and HMO health plans for employees choosing benefits for the first time. Include real-life examples and encourage action before the enrollment deadline.

Why it Works:

It lets you draft benefits copy that's informative and avoids overwhelm. It's perfect for guides, FAQs, or [explainer videos](#).

4. Turn Survey Feedback Into Action

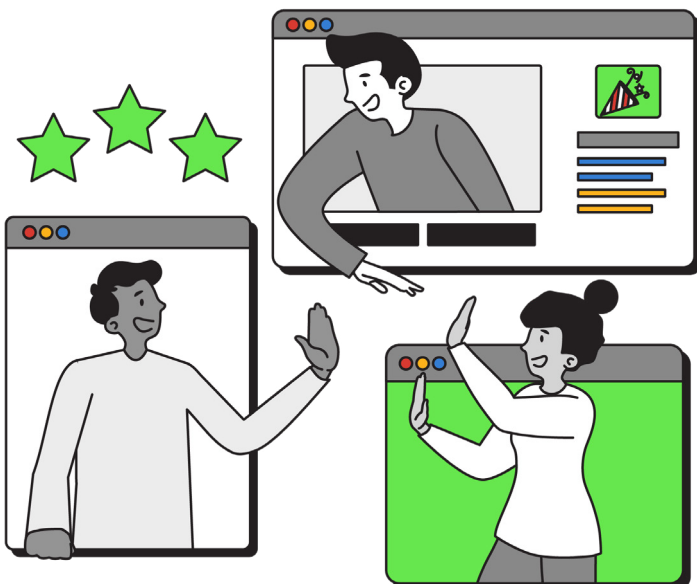
Employee engagement goes beyond conducting surveys. What makes a difference is what you do with the results.

Prompt:

Summarize common sentiment themes from these 25 anonymous open-text survey responses. Then, suggest three engagement action items based on the results.

Why it Works:

This saves hours of reading and synthesizing responses. Chat GPT handles actionable steps for improvement for you. It's important to note that you should still be reading survey responses. While ChatGPT can pick up on sentiment themes, it can't replace the nuance you'll notice. Adding this additional input will only strengthen ChatGPT's output.



Pro tip:

Boost connections with [year-round engagement](#) campaigns to help keep communication consistent.

5. Help Managers Lead Better 1:1s

Managers often aren't trained on how to guide career conversations. And if it's not a natural strength, it can end up feeling frustrating for the employee. ChatGPT can help you build a set of coaching questions they can use to encourage growth and increase retention.

Prompt:

List 10 high-impact coaching questions a manager can use during a one-on-one to support a team member's career growth and job satisfaction.

Why it Works:

It turns on-on-ones into opportunities to develop manager-employee relationships. The goal is to build trust and uncover aspirations without extra HR prep time.

6. Get More from Exit Interviews

Exit interviews are full of insights, but only if you ask the right questions. ChatGPT can help HR uncover themes, ask deeper questions, and even draft offboarding communications. It's also helpful for scripting knowledge transfer questions and making offboarding feel more human. Use this prompt to help uncover the root causes, not just the surface reasons for leaving.



Prompt:

Create a list of seven thoughtful exit interview questions that uncover deeper reasons for departure, feedback on team dynamics, and suggestions for improvement.

Why it Works:

It can help HR surface trends and inform retention strategies before they become turnover statistics.

7. Upgrade Your Internal HR Messaging

Most employees skim emails, and it can be hard to capture their attention when it matters. That's why you need to go beyond announcements. Draft video scripts, internal FAQs, or "HR Digest" summaries. You can even match the tone for different audiences.



Prompt:

Draft an internal FAQ for employees about a new hybrid work policy. Keep the tone friendly and professional, and organize by category (scheduling, office expectations, equipment, etc).

Why it Works:

It gives you a well-structured draft that's easy to personalize and send off.

Pro Tip:

Make your announcements stand out with a digital postcard and HR comms microsites.



Best Practices for Using ChatGPT in HR

Before you jump in, it's important to remember that AI is a tool. It can't replace your expertise, empathy, or judgment. To get the most value while mitigating risk, treat ChatGPT like a strategic assistant. These best practices will help you use it efficiently and ethically.

Be specific: Add context like role type, format, and audience details. The more direction you give, the better the result.

Iterate: Follow up with more details until you get the output you want. ChatGPT improves with feedback, so don't settle for the first draft.

Keep it human: Review and personalize, especially on sensitive topics. Use AI to start the conversation, not to have it.

Stay compliant: Never input personal employee data or confidential details. Always follow your company's privacy and security policies.

Make it yours: ChatGPT is a starting point. It can't take the place of the human experience. Layer in your company's voice, values, and institutional knowledge.

Use AI to Do More of What Makes HR Human

The point of ChatGPT isn't to do your job; it's to help you do more of what you're great at. You likely got into HR to create meaningful employee experiences and build connections. AI can help remove friction from routine work and create space for what matters most.

Start small. Test your prompt. Tweak it and make it yours.

AI may be the tool, but your people will always be the purpose.

