WINE JOBS SUMMIT · RESPONSIBLE AI IN HR

# AI for HR: 9 starter prompts

Copy, paste, customize. Everyday HR work, no tech background required.

Start every prompt with **Role + Context + Task + Format**, then swap the [brackets] for your details.

| ROLE | CONTEXT | TASK | FORMAT |
|---|---|---|---|
| Who should the AI act as? | Industry, size, state, audience | What exactly do you need? | Length, structure, reading level |

### 1 Clean up documentation

Turn these rough notes into objective, fact-based documentation. Remove opinions and assumptions, flag anything vague, and list what's missing (dates, witnesses, specifics). [Paste notes]

### 2 Make a policy readable

Rewrite this policy at an 8th-grade reading level without changing its meaning. Then list any sentences two managers might interpret differently. [Paste policy]

### 3 Issue-spot a compliance question

I'm researching [topic] for employees in [state/city] as of [date]. List the key requirements, common mistakes, and the agencies or statutes I should verify against. Flag where you're uncertain and don't invent citations.

### 4 Draft a job posting

Act as an HR generalist at a [industry] company. Write a job posting for a [title] in [location]: summary, key responsibilities, required vs. preferred qualifications, and a pay range placeholder. Use inclusive language, under 400 words.

### 5 Build interview questions

Create 8 structured behavioral interview questions for a [role] assessing [competency]. For each, describe a strong answer and one follow-up probe. Avoid anything that touches protected characteristics.

### 6 Find themes in survey comments

Here are anonymized survey comments. Identify the top 5 themes ranked by frequency, with one de-identified quote and one suggested action per theme. [Paste comments]

### 7 Prep a manager for a hard conversation

A manager needs to address [issue, described generically] with an employee. Give me a conversation outline, three opening lines, likely pushback from the employee, and how to respond to each.

### 8 Gut-check a sensitive message

Review this announcement to employees. Tell me where a skeptical reader might misinterpret it, then give me a clearer, warmer revision. [Paste draft]

### 9 Let the AI interview you

I need to create [document or process]. Before writing anything, ask me up to 5 questions you would need answered to do this well.

## BEFORE YOU HIT ENTER

| APPROVED TOOLS | NO PERSONAL DATA | VERIFY LEGAL | YOU DECIDE |
|---|---|---|---|
| Use only AI tools your company has approved. | Strip names. Describe situations generically. | Check primary sources or counsel before acting on it. | Treat every output as a first draft. |