

# Top ChatGPT prompts for HR

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HR is the backbone of employee experience and operational alignment. ChatGPT can help HR save time by creating first drafts of policies, answering employee questions, summarizing survey responses, and generating content for internal communications.

## Workspace Experience and Feedback

ChatGPT helps HR teams explore employee feedback, trends, and reports to shape programs and workplace experiences.

Use cases	Prompt
Employee survey questionnaire draft	Write 6–8 employee survey questions designed to measure [e.g., sense of engagement, trust in management, workload balance]. Make sure the questions are neutral and easy to understand. Format them as one question per line with rating scale suggestions.
Create a performance review request	Develop a set of 5 performance review questions that encourage reflection, future goal setting, and actionable feedback. Tailor to your [function/team], while keeping the tone constructive and growth-oriented. Present the questions as a list for your review form.
Analysis of exit survey topics	Review the following employee exit survey responses and identify the most common themes, concerns, and emotional trends. These responses came from [department/timeframe]. Summarize the themes using bullet points and key quotes. [Insert response here]
Analyze employee turnover trends	Analyze a dataset of employee turnover rates over the past 12 months. Focus on patterns by department, tenure, and reason for leaving. Summarize key information and recommend 2-3 actions that HR should consider. Present your findings in bullet points followed by a short paragraph. [Upload your CSV file or paste the table here]
Generate compensation assessment report	Based on internal salary data and industry benchmarks, highlight pay disparities by role, gender, and level. Include averages, standard deviations, and visuals where possible. Provide a brief summary for leadership review. [Upload to internal benchmarks and files]

## Research & comply with human resource regulations

ChatGPT helps analyze HR trends, benchmarks, and industry data to guide policy and planning. Use in-depth research and web searches for real-time insights.

Use cases	Prompt
Research on global HR compliance updates	Research the latest HR compliance changes for 2024–2025 in the EU, US, and APAC (focusing on remote work laws, employee classification, and data privacy). Provide links to official sources and plain language summaries. Present results in a 3-region comparison table with a 1-paragraph summary for each region.
Standard Average DEI Budget	Research typical DEI program budgets and team sizes of companies with 500–5,000 employees in the United States. Include industry benchmarks where available. Present key insights with 3 cited data points and include a brief executive summary.
Explore the top HR technology trends for 2025	[You are briefing HR leadership on technology trends]. Research and summarize the top 5 HR technology trends expected to shape 2025. Include Use Cases, vendor examples, and implications for mid-sized companies. Synthesize the insights into a concise executive summary with practical quotes and recommendations.
Comparing employee retention strategies across industries	[You are building a talent retention initiative for a mid-sized tech company.] Research three innovative, highly effective employee retention strategies used in the tech, healthcare, and financial services industries. Focus on the challenges of employee engagement post-pandemic. Include cited examples and summarize key elements in a side-by-side comparison chart.
Research tools for recruiting	Research the four top-rated candidate screening or sourcing tools used by mid-sized companies. Summarize features, pricing, compliance status (EEOC), and known limitations. Provide links to key resources and present results in a comparison table.

## Attracting talent and engaging employees

ChatGPT guides you through the hiring process, employee engagement planning, and communication.

Use cases	Prompt
Create interview questions	Develop behavioral interview questions that align with company values ??for the [job title] position in [team/department]. We want to assess both technical skills and cultural fit. Provide 6–8 questions grouped by competencies.
Write a draft job description	Based on this information [insert job responsibilities, skills, team background], write a professional job description for [job title]. Include a brief introduction, responsibilities, required qualifications, and what makes this position attractive.
Brainstorm ideas for engagement initiatives	Come up with five practical ideas to improve employee engagement across [company/team/region]. Consider our hybrid work model, current engagement scores, and our time/resource constraints. Present each idea with a brief description, expected impact, and level of implementation effort.
Write an internal identification introduction	Compose a brief recognition message to congratulate [employee/team] on their recent achievement: [describe what they did]. Write in a warm, appreciative tone that's appropriate for Slack or email. Keep it to no more than 100 words.

Create a DEI workshop outline	Design a one-hour DEI workshop for employees at [company/group]. The goal is to promote comprehensive communication and awareness. Include an agenda, key learning objectives, interactive activities, and 2-3 discussion questions.
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## Policy and program development

ChatGPT helps build clear internal communication programs, integration and benefits plans.

Use cases	Prompt
Draft internal policy briefs	Summarize the key points of this [internal policy or handbook section] so that HR business partners can understand and communicate effectively. This policy relates to [brief description or context]. Present the summary in clear, professional language, 200 words maximum.
Prepare FAQs for returning to the office	Write an employee FAQ to support the transition back to the office. Use this baseline information [insert key details about the RTO plan]. Clearly and warmly address employee concerns (e.g., hybrid work schedules, healthcare protocols, expectations). Include 5–7 questions with answers.
Plan for the week	Create a 5-day orientation schedule for new employees in [department or region]. Include orientation objectives, topics to be discussed, people to meet with, and relevant tools or resources. Present this schedule as a simple table by day, with time blocks as needed.
Brainstorm ideas for wellbeing initiatives	Recommend three suitable employee benefit programs at [company/group], based on recent feedback and budget constraints. Include rationale, estimated costs, and potential success metrics. Present ideas in a concise proposal summary.
Compliance training implementation plan	Develop a plan to roll out the new compliance training program in phases across [group/region]. Include a timeline, communication strategy, target audience, and supporting materials. Present the plan as a bullet point or a 4-week schedule.

## Brand image and internal communication

ChatGPT creates images, banners, and internal branding assets for HR to deliver the perfect employee experience.

Use cases	Prompt
Create a welcome banner on login	Create an image for your new employee welcome banner. Style: Clean and modern. Feeling: Warm and inclusive. Format: Horizontal banner with space for text. Include visual cues like a diverse team, coffee cups, or digital collaboration tools.
Internal DEI poster design	Create poster-style images for an internal DEI campaign. Style: Bold, minimalist. Include abstract images of diversity (hands, overlapping shapes, blocks of color). Mood: Upbeat and forward-looking. Include space for a tagline or quote.

Illustration of hybrid working policy	Create an illustration depicting a hybrid work setting: A person working from home, a co-working space, and a modern office. Style: Flat illustration or soft 3D. Used in HR documents.
Visualizing the Employee Lifecycle	Create a simple visual diagram of the employee lifecycle: Attract, hire, develop, retain, leave. Use icons or abstract images to represent each stage. Style: Appropriate for corporate presentations.

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