



Top 10 ChatGPT Prompts for Recruiters

Actionable prompts to make your job easier

If you had a nickel for every time someone mentioned ChatGPT, you'd probably be able to quit your recruiting job by now. But wait, please don't! Because your job is about to get a lot easier and more fun.

Generative AI, the technology that powers tools such as ChatGPT, is a type of artificial intelligence that takes human inputs and creates something new like text, art, and even music.

The human inputs are known as—you guessed it—prompts. The collection of prompts ahead will save you time and energy as a recruiter, so you can focus on what matters most: engaging the best candidates for your organization. Let's get to it.

How to work with ChatGPT

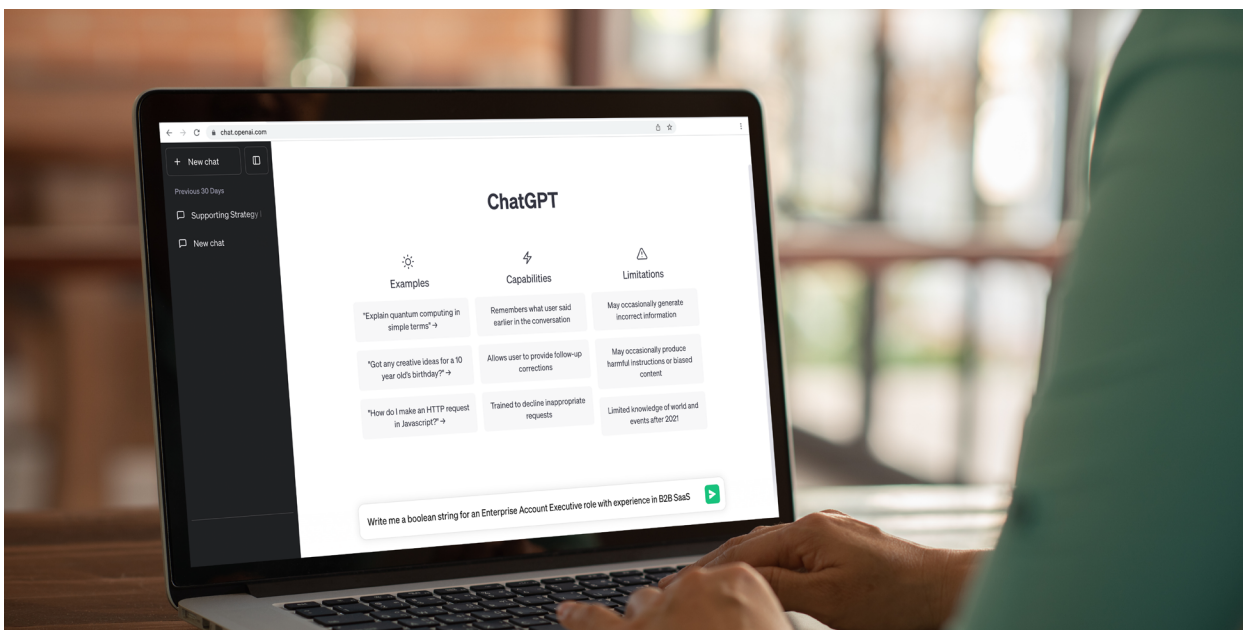
Unlike searching on Google, working with ChatGPT is more like having your own personal assistant. It can understand complex directives and will improve its responses based on your feedback. To get the most value out of using ChatGPT, write like you would to a coworker on Slack.

Just like writing to another person, it's best to be clear with what you need. We find it helpful to include three elements:

- **Core directives:** This is the main thing you want ChatGPT to provide you with. Examples: write the next line, write an email, edit this paragraph.
- **Descriptors:** These are specifics—additional details you add to the directive so you get exactly what you need. Examples: 100 words, in two paragraphs, short sentences, or based on an existing text or link.
- **Tone of voice:** This focuses on how you want the content to be written. Examples: witty, dry, friendly. You can also ask ChatGPT to write text inspired by a specific style. Examples: write in Jane Austen's style or in Brené Brown's tone of voice.



Send a message.



Top ChatGPT Prompts for Recruiters

1. Research keywords and alternate titles

Example prompt: Generate a list of keywords and alternate titles for an [insert job title] job. I'm a recruiter and will use this list of keywords to find qualified candidates that have the required skills to succeed in this position. Act like an expert in this field and include additional keywords that are not in the job description but can help me source candidates that are a good fit. Here is the job description: [insert job description]

Tip: Instead of providing a link to the job description, try pasting it directly into ChatGPT. This typically leads to more accurate results.

2. Candidate outreach

Example prompt: Please write a 100–200 word email to a potential candidate for an [insert job title] role at my company [insert company]. The first paragraph in this email should summarize the role and provide an overview of our company. The second paragraph should outline the benefits and potential growth opportunities. Be friendly. Use a call-to-action, add a sense of urgency.

Example follow-up prompt: Now rewrite this email in the form of a 20-word LinkedIn connection request.

Tip: "Think of ChatGPT as a brainstorm partner," suggests Aravind Bala, CTO and Co-Founder of SeekOut. "Start with a prompt and continue to iterate through additional prompts. Thinking of prompts as multi-step sequences will help you accomplish multiple tasks in one sitting and improve response accuracy."

3. Interview questions

Example prompt: Please write a list of 20 interview questions for the role of [insert job title]. The questions should be behavioral and start with "Tell me about a time."

Tip: This prompt can help you build an interview question bank to add to your team's recruiting resources, provide to hiring managers, or enhance the interview plans in your applicant tracking system.

4. Boolean strings for a given role

Example prompt: Write me a Boolean string to help me identify candidates for an [Enterprise Account Executive] role with experience in [B2B SaaS].

Tip: "Automating the tedious and repetitive aspects of writing Boolean strings can be a huge time saver and efficiency booster. It simplifies the construction of complex strings, reduces risk of errors, and ensures all relevant terms and phrases are included. Plus, it can provide keyword suggestions, filtering and sorting options, and reusable search strings. This frees up valuable time and energy for you to focus on evaluating candidates and building relationships."



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5. Refined job descriptions

Example prompt: I will provide you with a job description and I'd like you to rewrite it to be more [appealing/interesting/inclusive] to [engineers/parents/extroverts].

Tip: You can ask ChatGPT to edit copy based on a variety of factors: Be more persuasive, add urgency, use inclusive language, etc. You can also ask to appeal to certain people, such as introverts, extroverts, and global leaders.

Top ChatGPT Prompts for Recruiters

6. Boolean strings for professional groups

Example prompt: Provide a list of 50 groups for diverse [insert industry] talent.

Example follow-up prompt: Now build a Boolean string with the groups above using the operator OR.

Tip: Manually creating a Boolean of 50+ groups for diversity sourcing could take hours, but ChatGPT will create lengthy, accurate strings for you in seconds. To expand the variety of responses, just tweak the words in your prompt.

7. Candidate rejection emails

Example prompt: Write an 80–100 word rejection email for a candidate that applied for a job with [insert company]. I want the text to include 1) Their strengths: [insert here] and 2) The reason why we didn't select them: [insert here]. The tone should be empathetic and kind.

Example follow-up prompt: Write an 80–word email to someone who previously applied for a job at [insert company] and could be a great fit for a new [insert job title] role. Ask if they're interested in a call with the recruiter. The tone should be appreciative and excited.

Tip: Crafting a thoughtful and empathic rejection email is crucial to delivering a strong candidate experience. We recommend that you tweak and update the text you get from ChatGPT to include personalized details that recognize the human behind the resume.

8. Survey a hiring manager

Example prompt: Please generate 10 questions that I can ask a hiring manager to better understand what they are looking for in a [insert job title] role. I will use these questions to ensure we source great candidates for this team.

9. Email subject lines

Example prompt: I will provide you with copy for an email. Please provide me with five subject lines. They should be effective in getting people to open the email. Here is the email copy: [insert email copy]

10. Edit any text

Example prompt: Edit the following text for grammar and spelling mistakes: [insert text]

Tip: ChatGPT can also edit copy to be more concise and creative. Beyond job descriptions and candidate outreach, this can be helpful for all kinds of communications and content, from internal announcements and social media posts to the careers page on your company's website.

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