

AI FOR HR, RECRUITING & WORKFORCE DEVELOPMENT

Work Smarter. Hire Better. Develop Talent.

WHAT THIS GUIDE IS



A high-level cheat sheet to help HR professionals, recruiters, and people leaders use AI to save time, enhance decision-making, and create better experiences for candidates and employees.

HOW AI HELPS HR TEAMS



SAVE TIME

Automate repetitive tasks and reduce manual work.



MAKE BETTER DECISIONS

Use data and insights to hire, develop, and retain top talent.



IMPROVE EXPERIENCES

Deliver a smoother, more personalized experience.



SCALE IMPACT

Do more with your team and drive greater business value.

THE HR WORKFLOW WITH AI

Where AI Adds Value Across the People Lifecycle



1. ATTRACT

Find the Right Talent

- Create compelling job descriptions
- Source and engage passive candidates
- Strengthen employer branding content



2. SCREEN & SELECT

Evaluate with Confidence

- Screen resumes and applications
- Match candidates to role requirements
- Reduce bias and improve shortlist quality



3. ONBOARD

Set People Up to Succeed

- Create onboarding plans and checklists
- Draft welcome messages and role overviews
- Answer new hire questions instantly



4. DEVELOP

Grow Skills & Performance

- Build training content and learning paths
- Personalize development recommendations
- Support performance conversations



5. RETAIN

Keep Top Talent

- Analyze engagement and feedback
- Identify risks early
- Improve policies and employee experience

AI IN ACTION: HR USE CASES & TOOLS

HR FUNCTION	KEY AI USE CASES	EXAMPLE TOOLS	EXAMPLE PROMPT	OUTCOME
RECRUITING & EMPLOYER BRANDING	• Draft job descriptions • Sourcing & outreach • Employer brand content	ChatGPT, Claude, Gemini	"Write a modern job description for a HR Generalist that highlights our culture and growth opportunities."	Stronger candidate pipeline and better brand attraction.
RESUME SCREENING & SHORTLISTING	• Evaluate resumes • Match to requirements • Reduce bias	ChatGPT, Claude, Gemini, HireVue	"Compare these resumes to the job description and rank candidates with justification."	Higher quality shortlists and faster screening.
ONBOARDING & ORIENTATION	• Onboarding plans • Welcome content • FAQs for new hires	ChatGPT, Copilot, Notion AI	"Create a 30-60-90 day onboarding plan for a new HR Coordinator."	Faster ramp-up and stronger early experiences.
TRAINING & DEVELOPMENT CONTENT	• Create training materials • Microlearning & quizzes • Learning paths	Copilot, ChatGPT, Canva, Quizizz	"Create a 10-minute training on giving effective feedback with key takeaways and a quiz."	Better skills development and learning engagement.
EMPLOYEE FEEDBACK & ANALYTICS	• Analyze engagement • Spot trends & risks • Recommend actions	ChatGPT, Power BI, Excel	"Summarize key themes from this employee survey and suggest 3 action steps."	Actionable insights that improve retention and workplace culture.

HR AI SMART START – 5 SIMPLE STEPS



1. CHOOSE A USE CASE

Pick one recurring task that takes time or causes friction.



2. GATHER YOUR INPUTS

Collect the job description, policies, examples, or data you need.



3. USE AI TO DRAFT OR ANALYZE

Leverage the right AI tool to create or analyze your output.



4. REVIEW & REFINE

Add your expertise, ensure accuracy, and align with policies.



5. IMPLEMENT & IMPROVE

Put it into action, measure impact, and improve over time.

HR AI SUCCESS TIPS

- ✓ Start small, but start this week.
- ✓ Always protect confidential data.
- ✓ Human judgment + AI = better results.
- ✓ Document prompts and processes you reuse.
- ✓ Continuously improve based on feedback.

THE SPS FORMULA



STRATEGY
Start with the right use case and goal.



PROCESS
Use proven workflows and best practices.



GOVERNANCE
Ensure security, compliance, and ethical use.



AI TOOLS
Apply the right AI tools to accelerate.



RESULTS
Save time, improve quality, drive impact.



PEOPLE IMPACT
Stronger teams. Better outcomes. Business value.

Work Smarter. Create Value. Get Results.

QUICK WINS TO START TODAY

- ✓ Draft a job description with AI.
- ✓ Screen resumes 50% faster.
- ✓ Create a 30-60-90 day onboarding plan.
- ✓ Build a microlearning module.
- ✓ Analyze survey results and identify top 3 actions.