



Meet Scout, your AI recruiting assistant

RECRUITING INTELLIGENCE

Tips for Using ChatGPT for Day-to-Day Recruiting

Practical strategies to leverage AI for smarter, faster, and more effective talent acquisition.



01

Be Clear & Direct

Keep your requests **concise** and specific—this helps generate exactly what you need.

Example:

Instead of "Can you help me with a job post?"

Say: "Please create a compelling job posting for a Tax Manager role in Baton Rouge. Highlight state/local tax expertise and leadership experience. Thank you!"

Pro tip: Using polite language like "please" and "thank you" often yields better results!

02

Specify Your Preferred Tone & Style

Tell the AI how formal or conversational you want something to sound.

Examples:

Formal → "Draft a polished, executive-level candidate summary."

Casual → "Write a fun and engaging LinkedIn outreach message."

03

Structure Multi-Step Requests for Efficiency

If you have multiple things to accomplish, **group them together** in a single request.

Example:

"Create a job posting, a candidate outreach email, and a follow-up template for this role."

04

Ask for Variations If Needed

If you're unsure what tone or format works best, ask for options.

Example:

"Provide me two versions of this job posting—one traditional and one with a more engaging, storytelling approach."

05

Use Templates & Reusable Content

If you frequently use **similar emails, job postings, or interview questions**, create templates so you can reuse them.

Example:

"Create a reusable email template for reaching out to passive candidates."

06

Make Quick Edits Easy

If you need a revision, **pinpoint the exact changes** rather than asking for a complete rewrite.

Example:

Instead of "Can you tweak this?"

Say: "Can you make this job posting more engaging and add a section about company culture?"

07

Leverage AI for Industry Insights

Ask for **competitor research, salary benchmarks, hiring trends, and employer branding strategies** to stay ahead.

Examples:

"What's the typical salary range for a Tax Director in Louisiana?"

"What are some creative ways to attract top talent in the construction industry?"

08

Use AI as a Brainstorming Partner

If you're stuck, ask for help **brainstorming ideas** for candidate engagement, job descriptions, or hiring strategies.

Example:

"What are some unique ways to make our job postings stand out?"

09

Automate Routine Tasks

AI can **draft, format, and standardize** your everyday recruiting tasks to save time.

Examples:

"Can you create a structured interview guide for all mid-level finance roles?"

"Draft a candidate rejection email that's polite yet concise."

10

Keep Building Your Efficiency List

Your **User Commands document** is a living resource—let the AI know anytime you want to add more standardized tasks!

How to CRAFT Effective Prompts

When working with AI, the quality of your input directly affects the quality of the output. This simple yet powerful framework helps you structure your requests for clearer communication, faster results, and smarter AI collaboration.

C

Context: Provide Background Information

Set the stage by sharing relevant details like the company, role type, industry, or recruiting challenge. Example: "We're hiring a Senior Project Manager for a fast-growing construction firm that values innovation and leadership."

R

Role: Specify the Persona

Clarify who you want the AI to act as—a recruiter, marketer, coach, or storyteller. This helps frame the response with appropriate expertise.

Example: "I am an experienced Corporate Recruiter."

A

Action: Clearly State Your Request

Be specific about what you want—drafting, editing, summarizing, or brainstorming. Clarity is key.

Examples: "Write a compelling LinkedIn outreach message." / "Help me create interview questions."

F**Format: Specify the Output**

Let the AI know how to present the information—email, job posting, slide deck, bullet points, or checklist. Examples: "Format it as a 3-paragraph email." / "Create a checklist for hiring managers."

T**Tone: Specify the Desired Tone**

Define the voice or style—warm and personal, sharp and professional, or upbeat and engaging. Examples: "Use a friendly and persuasive tone." / "Keep it concise and professional for executive-level communication."

Common Commands for Recruiting

Use the CRAFT framework to enhance these prompts for your specific needs.

- Draft an internal job requisition template for hiring managers
- Develop a structured interview guide for hiring managers
- Create a referral program announcement for employees
- Suggest employer branding strategies to attract talent
- Draft an email for executives on talent acquisition metrics
- Analyze competitor hiring trends in the industry
- Create an internal job posting for the company's careers page
- Write a follow-up email template for internal candidates
- Generate an onboarding checklist for new hires
- Develop an FAQ document for candidates about hiring
- Provide retention strategies for hard-to-fill roles
- Draft communication templates about candidate status

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