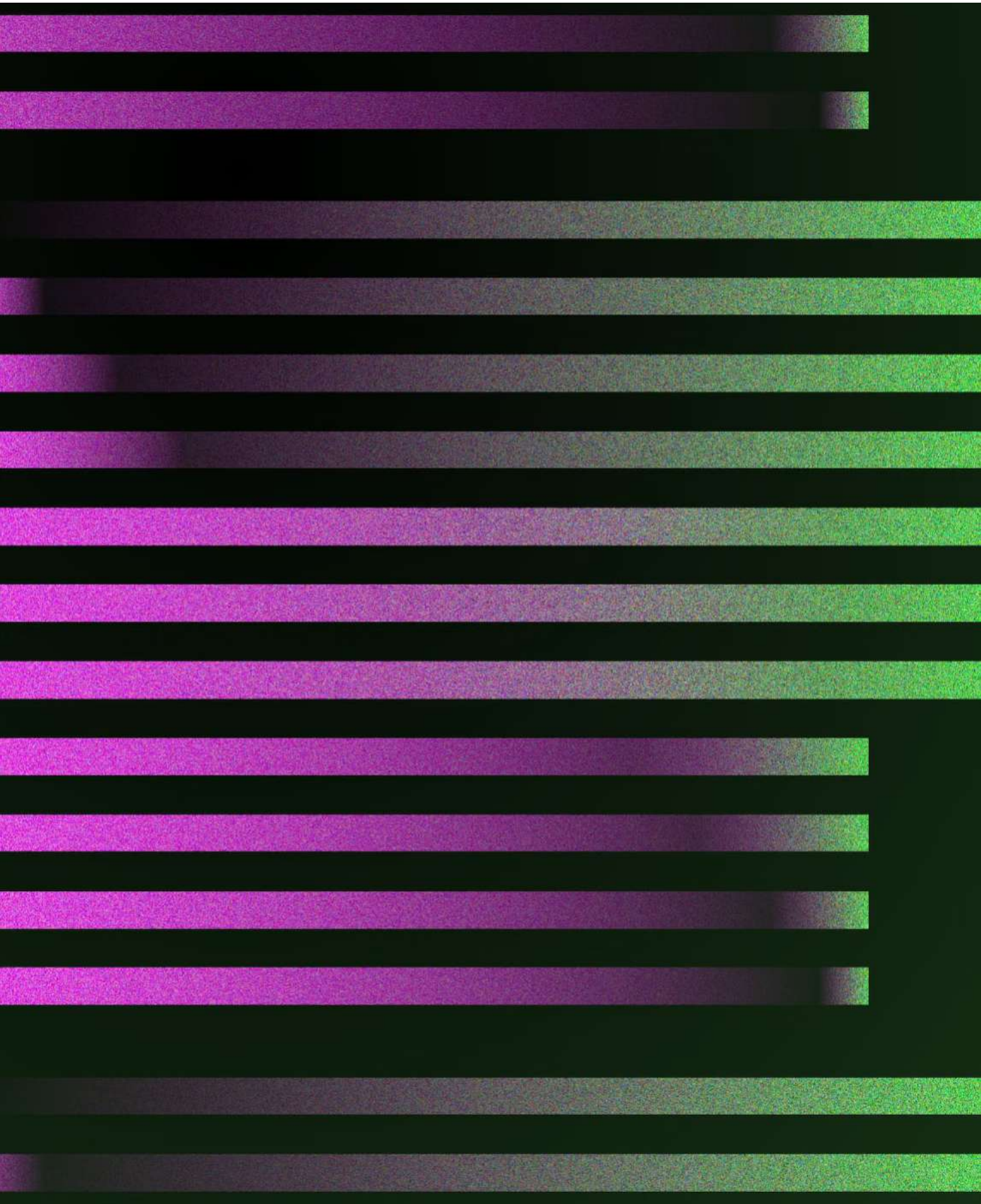


# ChatGPT x Recruiting

Top prompts curated for Recruiters to ace their hiring game!





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# 01

## Recruiting in the age of AI

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# Recruiting with AI

In the dynamic and competitive world of talent acquisition, it's essential to stay ahead of the curve and leverage the best tools and resources available. Recruiters hold the responsibility of knitting workplace culture and building high-impact teams that align with the company's goals and vision.

## Core Responsibilities for Recruiters

- Job Analysis and JD creation
- Sourcing Candidates
- Screening and shortlisting candidates
- Creating assessments and tests
- Coordinating Interviews with the candidates and hiring managers
- Manage and Drive Employer Branding
- Offer Rollout and Negotiation
- Onboarding New Hires
- Reporting and Managing hiring processes and pipeline

Most of the repetitive or time-consuming tasks can be solved using AI tools and improve recruiting efficiency. That's where ChatGPT comes in - a powerful AI language model that can supercharge your recruitment process.

In this guide, we will explore ChatGPT-optimised Prompts that will help you become a 10x Recruiter when it comes to creating clear Job Descriptions and Posts on popular job portals you can steal and skip the manual work entirely.



# 02

## Prompts for Job Description



# ChatGPT Prompts for Job Description Generation

Once you've understood the role(s) your hiring team or manager requires, writing a clear and accurate Job Description is the key first step. And these Prompts will help you with just that;

## Prompt #1:

Compose a clear and structured job description for a [Job Title] role at [Company Name], a company in the [Industry]. The job description should cover key responsibilities and tasks, such as [List Key Responsibilities and Tasks]. It should highlight required qualifications and skills, including [List Required Qualifications and Skills]. The desired experience level is [Desired Experience Level]. This is a [Employment Type], [Work Location] position.

## Prompt #2:

Create a clear, well-rounded, and structured job description for a [Job Title] position at a [Company Description]. The primary responsibilities of this [Type of Employment] role include [Primary Responsibility 1], [Primary Responsibility 2], [Primary Responsibility 3], and [Primary Responsibility 4]. The required qualifications and skills include [Qualification/Skill 1], [Qualification/Skill 2], [Qualification/Skill 3], [Qualification/Skill 4], [Qualification/Skill 5], and [Qualification/Skill 6]

## Prompt #3:

Write an informative job description for the [Job Title] role at [Company Name], a [Industry] company. The description should cover the essential functions and tasks, such as [List Essential Functions and Tasks]. It should also mention the required qualifications and skills, including [List Required Qualifications and Skills]. The preferred experience level for this position is [Desired Experience Level]. This is a [Employment Type] opportunity, based [Work Location].



# 03

## Prompts for Job Post Creation



# ChatGPT Prompts for Job Post Creation

With your ideal Job Description ready, you need to post them on popular job sites like: LinkedIn, Indeed, Monster, Glassdoor, Cutshort, SimplyHired, Zip Recruiter, Dice(tech jobs), GitHub Jobs, Wellfound, Remote.co, iHire, Hired, Career Builder, and so on. Coming up with a crisp and accurate job posting for your JD is a crucial next step in attracting top-notch candidates.

## Prompt #1:

Create a compelling and SEO-friendly job description for a [Job Title] position at our [Industry] company, emphasizing key responsibilities, qualifications, and benefits, tailored for job posting platforms such as LinkedIn, Indeed, Monster, Glassdoor, Cutshort, SimplyHired, Zip Recruiter, Dice, GitHub Jobs, Wellfound, [Remote.co](#), iHire, Hired, and Career Builder. Please include a clear and concise job summary, specific job requirements and skills, desired experience level, and any additional information relevant to the role. Also, provide guidance on formatting the job post to be visually appealing and easy to read on various platforms.

## Prompt #2:

Generate a well-structured and engaging job advertisement for a [Job Title] role in our [Industry] company, suitable for posting on job portals like LinkedIn, Indeed, Monster, Glassdoor, Cutshort, SimplyHired, Zip Recruiter, Dice, GitHub Jobs, Wellfound, [Remote.co](#), iHire, Hired, and Career Builder. The job ad should highlight key duties, required qualifications, and company culture while adhering to best practices for each platform. Ensure the ad is optimized for search visibility and user engagement, with a clear call to action for applicants.

## Prompt #3:

Craft an attention-grabbing and platform-friendly job posting for a [Job Title] position at our [Industry] organization, to be shared on LinkedIn, Indeed, Monster, Glassdoor, Cutshort, SimplyHired, Zip Recruiter, Dice, GitHub Jobs, Wellfound, [Remote.co](#), iHire, Hired, and Career Builder. Emphasize the role's primary responsibilities, necessary skills, and potential for growth, while following guidelines for effective job postings on each platform. Make sure the job posting is optimized for search results and user experience, with a strong focus on motivating potential candidates to apply.



# 04

## Closing Note



# A few words to conclude with

You may have heard some rumours that ChatGPT is going to take over the world and make many professions obsolete. But fear not, my friend! I'm here to tell you that those predictions are greatly exaggerated.

In fact, ChatGPT is here to make our lives easier and more exciting in a variety of industries and professional fields. Who knows, maybe it'll even help us discover new and innovative ways of working that we never thought were possible before!

And if you're looking for some extra help, be sure to check out the [AIRPM] Chrome add-on. It's packed with tons of amazing prompts and resources that are sure to make your day-to-day tasks a breeze. So let's embrace this new era of technology and see where it takes us!

If keeping up with what AI and Prompts can do is hard for you, stay tuned and we will publish more such prompts for recruiting and help you get the most out of ChatGPT for your hiring efforts.