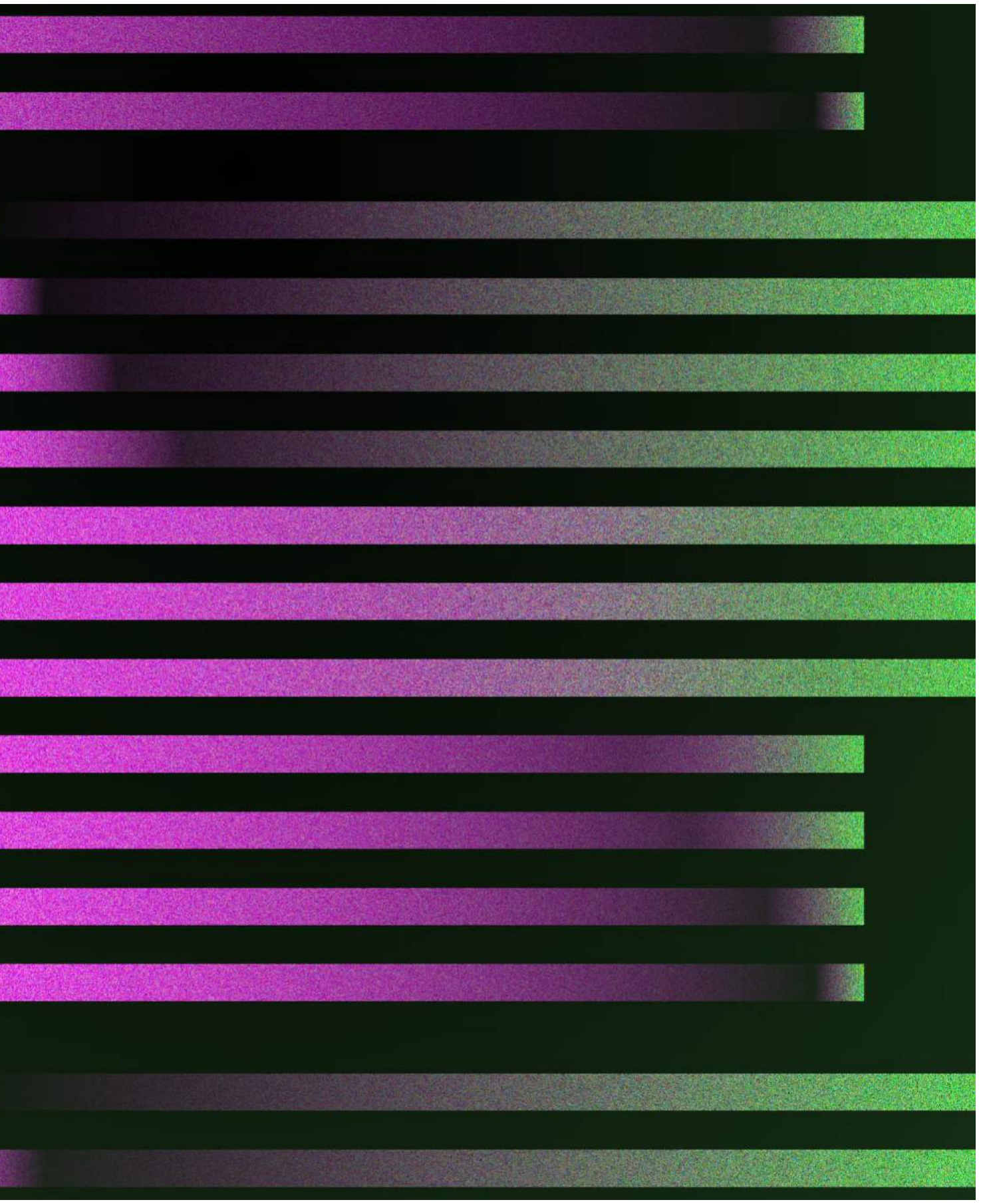
Equip Resources

ChatGPT x Recruiting - Pt.2

Top prompts curated for Recruiters to ace their hiring game!



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01

Prompts for assessment questions

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ChatGPT Prompts for Assessment questions

Assessments are the surest way to verify if your candidate's skill ability matches the claim made on their CV or Resumé. Try these prompts to get a good set of screening questions for the role you're hiring.

Prompt #1:

Generate technical assessment questions with sample code input and review type of question format for a {job_role} with {X_years_experience} years of experience, focusing on assessing their technical skills and aptitude. The key tasks for this role include {key_tasks}, and the primary qualifications required are {primary_qualifications}. The role demands proficiency in {skills} at a difficulty level of {skill_difficulty}.

💡Example: *Generate technical assessment questions with sample code input and review type of question format for a Senior Software Engineer with 5 years of experience, focusing on assessing their technical skills and aptitude. The key tasks for this role include designing and implementing software solutions, code reviews, and mentoring junior developers. The primary qualifications required are a Bachelor's degree in Computer Science or a related field. The role demands proficiency in Python, JavaScript, and database management at a difficulty level of advanced.*

Prompt #2:

Create 15 questions for a technical assessment questions with the type of questions such as MCQ's, Review the code and highlight the errors in the sample code, and Code input questions uniquely designed for a [Job Title] role, with a focus on evaluating the candidate's proficiency in [List of Technical Skills] relevant to the position. Consider the difficulty level based on [Experience Level or Proficiency] and primary qualifications [List of Qualifications].

💡Example: *Create 15 questions for a technical assessment with the type of questions such as MCQ's, Review the code highlight the errors in the sample code, and Code input questions uniquely designed for a Data Analyst role, targeting the main responsibilities such as data cleaning, data visualization, and statistical analysis, key tasks like using SQL, Python, and Tableau, and emphasizing the following technical skills: SQL, Python, and data visualization tools. Make sure to adjust the difficulty of questions based on 2-4 years of experience*

02

Prompts for Interview Questions

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ChatGPT Prompts for Interview Question Generation

With all the details listed in your Job Description, paste them into the following Prompt templates to create a sizeable set of interview-focused questions you/the hiring team can ask your candidates

Prompt #1:

List down {no. of questions} interview questions for a {job_role} with {X_years_experience} years of experience, focusing on assessing their soft skills and communication abilities. The key tasks for this role include {key_tasks}, and the primary qualifications required are {primary_qualifications}. The role demands proficiency in {skills} at a difficulty level of {skill_difficulty}.

💡*Example: "Generate interview questions for a Project Manager with 3 years of experience, focusing on assessing their soft skills and communication abilities. The key tasks for this role include managing project timelines, coordinating with stakeholders, and effective risk mitigation. The primary qualifications required are a Bachelor's degree in Business Administration or a related field. The role demands proficiency in leadership, teamwork, and negotiation at a difficulty level of intermediate."*

Prompt #2:

Generate interview questions for a {job_role} with {X_years_experience} years of experience, focusing on assessing their technical skills and aptitude. The key tasks for this role include {key_tasks}, and the primary qualifications required are {primary_qualifications}. The role demands proficiency in {skills} at a difficulty level of {skill_difficulty}.

💡Example: *Generate interview questions for a Senior Software Engineer with 5 years of experience, focusing on assessing their technical skills and aptitude. The key tasks for this role include designing and implementing software solutions, code reviews, and mentoring junior developers. The primary qualifications required are a Bachelor's degree in Computer Science or a related field. The role demands proficiency in Python, JavaScript, and database management at a difficulty level of advanced*

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Prompts for Job Description

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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].

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Prompts for Job Description

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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.

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!

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.

And in motto of making hiring a breeze for your hiring challenges with creating assessments check out Equip.co