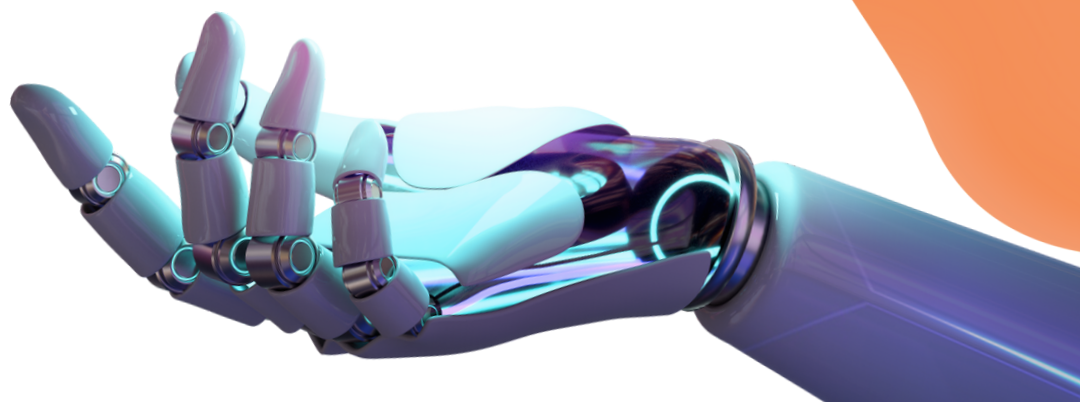


ChatGPT for Recruiters

Quick Reference Guide



Harness the Power of ChatGPT in Recruitment

Improve Your Workflow with AI-Powered Assistance

I. Introduction

A. Benefits of ChatGPT in recruitment

- Streamline workflow
- Generate content faster
- Improve engagement
- Save time and resources

B. Cost and setup information

- Visit [OpenAI.com](https://openai.com) for pricing details
- Follow setup instructions to integrate ChatGPT

II. How to Use ChatGPT Effectively

A. Break down tasks into specific chats

- Focus on one task per chat session

B. Refine your prompts for better results

- Adjust prompts to get the desired output

C. Train ChatGPT like you would train a person

- Provide context and guidance

D. Set a clear role and tone of voice

- Specify the desired tone (e.g., professional, friendly)

E. Provide context and learning materials

- Offer relevant information and examples

III. Tone of Voice Guide

A. Professional: Formal language, no slang, focus on facts

B. Friendly: Conversational, approachable, and warm

C. Informative: Providing valuable information, concise and clear

D. Engaging: Encouraging interaction and maintaining interest

E. Persuasive: Convincing and compelling, aimed at influencing decisions



10 Practical Use Cases for Recruiters

Enhance Your Recruitment Processes with ChatGPT

Job Ads & Social Promotions

- **Example Prompt:** "[INSERT CONTEXT ie you are a]. You have been given a job to work on by a client called xxx. INFORMATION BELOW ON COMPANY. Say OK when you have read it. "INSERT INFORMATION".
- Here is information on the job that you are working on. Say OK when you have read it. "INSERT INFORMATION".
- You are a social media & communications expert. Now, write 3 different engaging job ads, highlighting why this would be a great fit for a marketing specialist who is looking for a step up in their career. Making sure to use headings & subheading, and an informative and personal tone. Highlight the benefits for the candidate."
- Now write 3 short LinkedIn posts that will encourage marketing specialists to apply for the role. Focus on the benefits to the candidates and highlight the key information. Use relevant hashtags.



Company Profiles

- **Example Prompt:** "[INSERT CONTEXT ie you are a]. You have been given a job to work on by a client called xxx. INFORMATION BELOW ON COMPANY FROM LINKEDIN & COMPANY WEBPAGE. Say OK when you have read it. "INSERT INFORMATION".
- Now, you are an expert copywriter. Write a 1 page document summarising the company and key benefits to a potential future employee. Make it punchy, highlight the value to a candidate joining this business and focus on the culture of the organisation and how the company promotes from within. Use headings & subheading.



Content

- **Example Prompt 1:** You are a [marketing recruiter who works at Spencer Lane. There is more information about spencer lane below. Say Ok when you have understood. [INSERT INFO ON SPENCER LANE FROM WEBPAGE]
- Spence Lane is putting on a Roundtable event for senior marketers. here is the information. Say ok when understood. [INSERT CONTENT]

10 Practical Use Cases for Recruiters

Enhance Your Recruitment Processes with ChatGPT

- You are a content writer and social media expert. Write 3 punchy and engaging posts that are geared towards senior marketers. The posts need to encourage senior marketers to sign up. Highlight the benefits of the event to them. The tone of voice needs to be professional but not too corporate. Use persuasive language. Use relevant hashtags and a very catchy opening line. Use language that marketers would resonate with.

Example Prompt 2:

- You are a [marketing recruiter who works at Spencer Lane. There is more information about spencer lane below. Say Ok when you have understood. [INSERT INFO ON SPENCER LANE FROM WEBPAGE ON CANDIDATES]
- Here are a few social posts you have written in the past. Say ok when understood. [INSERT POSTS]
- Now, You are an expert in social media content. Using the same tone of voice in the above social posts, draft 10 linkedin social posts geared towards marketing candidates who may be looking for a new role, focussed around key challenges marketing managers face. Use persuasive language, use relevant hash-tags. Highlight why marketing candidates may want to work with spencer lane.

Salary Guide Texts

- **Example Prompt:** You are a [marketing recruiter]. You have collated data from 300 marketing candidates about their salaries and the benefits they receive. Here is the information. Tell me when you have read and understood [insert data]
- Now, write 3 short company LinkedIn social posts that promote this salary guide. The audience are marketers in melbourne and so use language marketers would use and resonate with. Focus the content on key findings and reference at least one key finding per post. Tone of voice is professional and engaging. Use relevant hashtags.

10 Practical Use Cases for Recruiters

Enhance Your Recruitment Processes with ChatGPT



Candidate CV Rewriting & profiles

- **Example Prompt:** You are a sales recruiter who has been given a role to work on by a client. Below is information about the business and the role they have given you. please read and respond with ok once you have understood. [INSERT INFO]
- You have interviewed a great candidate who is a good match for the role, based on the fact they have strong sales experience, specially across telephone based digital sales, as well as the fact they are a good cultural match. Here is the candidates CV and some notes from the interview. Please respond with Ok when understood. [INSERT CANDIDATE CV AND NOTES]
- Now, you are an expert CV writer. Rewrite the candidates cv to highlight their sales experience and any achievements per role. Make the profile punchy, addressing key selection criteria for the role. Focus on relationship driven sales and telephone based digital sales.
- Now write a candidate profile summary that will be sent to the client, half a page long, use headings & subheadings addressing key selection criteria for the role. Use bullet-points, highlight the candidates suitability and highlight the candidates relevant experience. Use language that is persuasive and descriptive.
- Now write an email to the client, letting them know you've found a great candidate for the role. Use persuasive language and include 10 bullet-points on the candidates suitability for role. Focussing on their sales experience.



Rewriting Templated Emails

- **Example Prompt:** You are a [RECRUITER ETC INSERT CONTEXT]
- You have a series of emails that are templated and sent to candidates and clients. Here is 1 of 9. Respond with OK when understood. [INSERT EMAIL 1]
- Great. Here is 2 OF 9 [INSERT]
- Reword these emails, use a professional and engaging tone of voice. Make them punchy and use headings and subheading where possible. Where appropriate, ask people to connect with me on LinkedIn, Link here:

10 Practical Use Cases for Recruiters

Enhance Your Recruitment Processes with ChatGPT



Interviews, Podcasts, and Client Meetings

- **Example Prompt:** You are a [marketing recruiter who works at Spencer Lane. There is more information about spencer lane below. Say Ok when you have understood. [INSERT INFO ON SPENCER LANE FROM WEBPAGE ON CANDIDATES]
- You have been given a role to work on with XYZ client. Information on company and job below. Say ok when understood. [INSERT INFO]
- Now you are about to interview candidate for this role. Candidate cv below. Say ok when understood [INSERT CANDIDATE CV]
- Now, draft 10 interview questions based on the role, and the candidates experience.



Candidate Headhunt Messages

- **Example Prompt:** You are a [marketing recruiter who works at Spencer Lane. There is more information about spencer lane below. Say Ok when you have understood. [INSERT INFO ON SPENCER LANE FROM WEBPAGE ON CANDIDATES]
- You have been given a role to work on with XYZ client. Information on company and job below. Say ok when understood. [INSERT INFO]
- You have found a candidate on LinkedIn that looks to be a good fit for the role. Here is their LinkedIn profile [INSERT LINKEDIN PROFILE CONTENT]. Say OK when understood.
- Draft a compelling and punchy headhunt message to this candidate. Reference their last job and why you feel it might be a good fit for them based on their sales experience. Use persuasive language, and keep it punchy. Don't reference the company name that you are recruiting for. highlight the culture of the business & the flexibility they are offering.

