

HR AI Workflow Starter Kit

Five AI-assisted HR workflows built for real work, clear judgment, and human review. Structured on the C.H.A.T.P.R.O.M.P.T. framework.

5

complete workflows

10

paste-ready prompts

5

editable templates

1

human review gate

NAVIGATE

Contents

Section	What you will find	Page
How to use this kit	Run one real task this week. Do not read all five workflows first.	page 3
What is safe to paste	The do and do-not table and the redaction protocol. The most important page in the kit.	page 4
Which tool should I use	ChatGPT, Claude, Copilot, Gemini, or your employer's approved tool.	page 5
CHATPROMPT at a glance	The pyramid, the ten components, and how the prompts in this kit use them.	page 6
License	Single-user license, responsible use, legal note.	page 8
Workflow 01: Job Posting Refresh	Turn an existing job description or old posting into a clear, inclusive, plain-language posting candidates can act on.	page 9
Workflow 02: Interview Question Bank Builder	Build structured, behavior-based interview questions tied to validated competencies, with rating anchors a panel can apply consistently.	page 19
Workflow 03: Policy and Procedure Plain-Language Rewrite	Convert a dense policy or memo into an employee-facing summary and FAQ without changing the approved rule.	page 28
Workflow 04: Meeting Notes to Summary	Turn redacted notes from a routine meeting into an organized summary with decisions, actions, owners, and open questions.	page 37
Workflow 05: Employee Communication Drafter	Draft announcements, reminders, and change notices in formal, standard, and warm tones, plus a translation-ready version.	page 46
Tell us how it went	Three questions and how to reach us.	page 55
What to do next	The next two toolkits, the book, and when a kit is not enough.	page 56
About the author	Bio and contact.	page 57

SAME PATTERN, EVERY TIME

Each workflow has six parts in the same order: Workflow card, Step-by-step procedure, Prompt A and Prompt B, Editable template, Fictional worked example, Review checklist.

START HERE

How to use this kit

Run one real task this week. Do not read all five workflows first.

THE FIRST-USE RULE

Pick the workflow that matches a real task on your desk. Read only that module. Run it with redacted source material, complete the review checklist, and move to the next workflow when you are ready. Most people finish Workflow 01 in under 30 minutes the first time.

A four-step rhythm

Step	What you do	What success looks like
1. Choose	Pick one workflow and one current, low-risk task. If unsure, start with Workflow 01, Job Posting Refresh.	One clear purpose and approved source material.
2. Prepare	Apply the safe-to-paste rules (page 4). Remove names and sensitive details before you open an AI tool.	Your source is still useful and no longer identifies a person.
3. Draft	Paste the complete Prompt A, then compare the output to your source line by line. Run Prompt B on the corrected draft.	A draft that is faster to review, not one that is ready to use.
4. Review	Complete the review checklist and get the appropriate sign-off.	A responsible person can explain what changed and why.

What is inside

- Five workflow modules: card, procedure, two paste-ready CHATPROMPT prompts, editable template, worked example with a planted error, review checklist.
- Five editable DOCX templates in the **Editable_Templates** folder. Open in Word, or upload to Google Docs.
- Five one-page review checklists in the **Printable_Checklists** folder.

IMPORTANT

AI is a drafting partner. You protect confidential information, check facts, apply judgment, and approve the final work product. Nothing in this kit changes that.

SAFETY FIRST

What is safe to paste

Quick reference for every workflow in this kit.

USE YOUR EMPLOYER-APPROVED TOOL

If your organization has an approved enterprise AI tool, use it. If you do not know what is approved, ask before you paste any work material. An enterprise tool with stronger data controls still needs the redaction protocol and still needs human review.

Generally safe after redaction	Never paste into a public AI tool
Redacted job duties and approved qualifications	Employee or applicant names, emails, phone numbers, IDs, resumes
Published policies and approved procedure text	SSNs, payroll, benefits elections, medical, disability, or accommodation information
Generic role labels and fictional examples	Complaint, grievance, discipline, or identifiable investigation details
Non-personal dates, schedules, and deadlines	Performance records, protected-class information, union-sensitive material
Redacted notes from routine, non-sensitive meetings	Client, student, patient, or customer identifying information

Redaction protocol

- ☐ Replace names with role labels: [HR Analyst], [Manager A], [Employee 1].
- ☐ Remove email addresses, phone numbers, record IDs, signatures, and specific location clues.
- ☐ Remove medical, complaint, discipline, investigation, and other sensitive content entirely.
- ☐ Keep only the facts the drafting task needs.
- ☐ If the meaning cannot survive redaction, do not use a public AI tool. Use your approved internal process.

MEETING-NOTE BOUNDARY

Workflow 04 is for routine, non-sensitive meeting notes only. Complaints, investigations, grievances, discipline, medical matters, and other protected or sensitive notes are out of scope for this kit.

WORKFLOW 01

Workflow 01: Job Posting Refresh

Turn an existing job description or old posting into a clear, inclusive, plain-language posting candidates can act on.

Workflow card

Use it when	Details
When to use	An existing job description, requisition, or past posting needs a clean, candidate-facing version.
Estimated time saved	Pilot estimate, compared with drafting from a blank page: 20 to 45 minutes per posting.
Risk level	LOW Source is approved, non-personal job information.
Inputs needed	A redacted job description or approved duty summary; pay range if approved for posting; location, schedule, application method and deadline; approved required and preferred qualifications.
Outputs produced	A ready-for-review posting with role purpose, duties, required and preferred qualifications, work details, and how to apply, plus a Review notes list.
Tools it works in	ChatGPT, Claude, Copilot, Gemini, or your employer-approved AI tool.

CONFIDENTIALITY RULE

Remove employee names, applicant information, internal requisition numbers, and any compensation decision that is not approved for posting. Use the job title and role-based facts only.

PRACTICE NOTE

A clearer posting does not approve the job's qualifications. Anything the AI adds to the requirements list goes back to the hiring authority, not into the posting.

WORKFLOW 01

Workflow 01: Editable template

Fill this in from the reviewed draft. Yellow cells are yours to complete or confirm before use.

Job Posting Refresh

Field	Complete or confirm before use
Job title	[Enter the approved title]
One-sentence role purpose	[Enter the plain-language purpose]
What you will do	[List 4 to 6 approved duties]
Required qualifications	[Enter only approved, job-related qualifications]
Preferred qualifications	[Enter approved preferences, if any]
Work details	[Location, schedule, pay information if approved for posting]
How to apply	[Application method and approved deadline]
Reviewed by / date	[HR reviewer name or role, and date]

EDITABLE FILE INCLUDED

The matching DOCX is in the Editable_Templates folder: **DFO_StarterKit_v1.2_Template01.docx**. It has yellow fill-in cells and opens in Word or Google Docs.

WORKFLOW 01**Workflow 01: Fictional worked example, part 1**

A full run with a deliberate AI error left in. Find it before you turn the page.

FICTIONAL EXAMPLE

Meridian Logistics, Inc., its people, and its facts are fictional. Treat this as a practice run.

Raw redacted input

Meridian Logistics, Inc. needs a Warehouse Operations Coordinator for three warehouse sites. The approved description says the role coordinates daily dock schedules, tracks shipment exceptions, trains new staff on scanning procedures, and works with drivers and dispatch. Full-time, Tuesday through Saturday, 7:00 a.m. to 3:30 p.m. Applicants must have two years of warehouse coordination or related logistics experience and basic spreadsheet skills. The role may move boxes up to 35 pounds. Application deadline: August 28.

Prompt used

Prompt A from this workflow, with the input above pasted into the Context component, sent as one block. The next page shows the exact block that was sent, so you can see what the brackets look like once they are filled.

WORKFLOW 01

Workflow 01: The exact prompt sent

Prompt A with the fictional source inserted into Context. This is what one complete paste looks like.

Prompt A, filled in

Copy the whole block below. Replace the bracketed field with redacted, approved material before you send it.

C | Context: You are supporting an HR practitioner who is preparing a candidate-facing job posting from approved, redacted job information. Readers are prospective applicants first, then the hiring manager and the HR reviewer who will verify the posting.

Source: Meridian Logistics, Inc. needs a Warehouse Operations Coordinator for three warehouse sites. The approved description says the role coordinates daily dock schedules, tracks shipment exceptions, trains new staff on scanning procedures, and works with drivers and dispatch. Full-time, Tuesday through Saturday, 7:00 a.m. to 3:30 p.m. Applicants must have two years of warehouse coordination or related logistics experience and basic spreadsheet skills. The role may move boxes up to 35 pounds. Application deadline: August 28.

H | How Come / Why: Applicants decide whether to apply in under a minute. The posting has to be accurate, easy to scan, and free of requirements the organization never approved. Accuracy to the source matters more than persuasive language.

A | Assign Task / Define Outcome: Draft a complete job posting from the source. Done means: every statement in the posting can be traced to a line in the source, and anything the source does not cover is listed under Review notes instead of filled in.

T | Type of Output: Headings in this order: Job title; Role purpose (one sentence); What you will do (4 to 6 bullets); Required qualifications; Preferred qualifications (only if the source supplies them); Work details (schedule, location, pay if supplied); How to apply. End with a section titled Review notes that lists missing or unverified items.

P | Persona: Act as an experienced HR recruiter and plain-language editor. Preserve approved, job-related requirements exactly. Use inclusive language. Do not invent benefits, culture claims, credentials, or selection criteria.

R | Reference Examples: Write bullets as 'verb + object + purpose', for example: 'Coordinate daily dock schedules so shipments leave on time.' Keep each bullet under 20 words.

O | Optimize: Before you return the draft, check it against these boundaries and fix anything that fails: no qualification, lifting limit, license, or date appears that is not in the source; required and preferred qualifications are separated; physical demands match the source wording; no gendered or age-coded language.

WORKFLOW 01

Workflow 01: Fictional worked example, part 3

Sample AI output. Compare it to the raw input on the previous page.

Sample AI output

Warehouse Operations Coordinator

Role purpose

Keep daily warehouse activity organized and moving across three Meridian Logistics sites.

What you will do

- Coordinate daily dock schedules so inbound and outbound shipments stay on time.
- Track shipment exceptions and route follow-up to drivers and dispatch.
- Train new staff on scanning procedures so inventory records stay accurate.
- Communicate with drivers, dispatch, and warehouse staff throughout the shift.

Required qualifications

- Two years of warehouse coordination or related logistics experience.
- Basic spreadsheet skills.
- Ability to lift up to 50 pounds.

Work details

Full-time. Tuesday through Saturday, 7:00 a.m. to 3:30 p.m. Three warehouse sites.

How to apply

Submit your application by August 28. [Application method: not in source]

Review notes

- Application method is not stated in the source.
- Pay range is not stated in the source and was not included.
- No preferred qualifications were supplied.

WORKFLOW 01

Workflow 01: Fictional worked example, part 4

What the reviewer caught, and why it matters.

NOTICE THE ERROR AT STEP 2

The draft changes the approved lifting requirement from 35 pounds to 50 pounds. The AI's own Review notes did not catch it, because the AI treated the number as a normal part of a posting rather than a fact to verify.

Reviewer's corrections

- ☐ Replace 'Ability to lift up to 50 pounds' with 'May move boxes up to 35 pounds,' matching the approved source.
- ☐ Keep 'warehouse coordination or related logistics experience.' Both routes are approved in the source.
- ☐ Leave the application-method placeholder until HR supplies the approved method. Do not let the AI, or your own memory, fill it in.

What this example teaches

A fluent posting can still change a job requirement. The AI's Review notes are useful, but they list what the AI knows it does not know. They never list what it got wrong with confidence. Compare every qualification, duty, schedule, physical demand, and date to the source yourself.

HUMAN REVIEW AND SIGN-OFF

Record who reviewed the draft, what changed, and the date. Use your organization's normal recordkeeping. The review checklist on the next page is built for exactly this.

WORKFLOW 01

Workflow 01: Review checklist

Job Posting Refresh. Complete before the output is used or shared. A checked box means the reviewer verified the item.

Accuracy

- ☐ Job title, schedule, deadline, and duties match the approved source.
- ☐ Every required and preferred qualification is supported by the source.
- ☐ Physical demands use the source wording and appear only if job-related.

Confidentiality

- ☐ No applicant, employee, client, or internal requisition information remains.
- ☐ Only pay and location information approved for posting is included.

Fairness and Bias

- ☐ Wording does not imply a preferred age, gender, race, disability status, or other protected characteristic.
- ☐ Degree, experience, license, and physical requirements are job-related and approved.
- ☐ Application instructions are in plain language and accessible.

Fit and Tone

- ☐ The posting is easy to scan and sounds like your organization.
- ☐ The application action and deadline are clear and correct.

Reviewer: _____ Date: _____

Final decision: ☐ Approved ☐ Revise and review again ☐ Do not use