

THE ULTIMATE CHATGPT CHEAT SHEET

FOR STAFFING AND RECRUITING

THE STRUCTURE OF A PROMPT

Acting as a **[ROLE]**, perform **[TASK]** for **[AUDIENCE]** in **[TONE]** include **[ESSENTIAL INFO]** and ask me **[QUESTIONS]** to help you achieve your task.

Acting as a **[ROLE]**

Recruiter
 Marketer
 Sourcer
 Sales Rep
 Account Manager
 Payroll Coordinator
 Compliance Officer
 Branch Manager
 Client Services Lead
 Recruiting Manager
 Recruiting Director
 Account Director
 Sales Director
 Compliance Director
 Marketing Director

Create a **[TASK]**

Social media job posts
 Email sequence to candidates
 Redeployment outreach
 Interview invitations
 Job offer letters
 Rejection letters
 Compliance checklists
 Client services contracts
 Sales copy
 Web copy
 Ad copy
 Video scripts
 Blog posts
 Headlines
 SEO Keywords

Show as **[AUDIENCE]**

Passive candidates in [specific industry]
 Passive candidates who are currently [job title]
 Candidates actively searching for a new role as [job title]
 New hires
 Candidates interested in redeployment
 Dormant candidates who haven't heard from our firm in awhile
 Executives at a [business size] [specific industry] company
 Prospects who meet the criteria of your buyer persona
 Web browsers who are interested in finding a new recruiter
 Web browsers who are looking for a new job
 Twitter users who hate their jobs
 Candidates who will not be offered the position they applied for
 Candidates who will move on to the next round of interviews

In the **[TONE]**

Professional	Conversational
Serious	Witty
Informational	Creative
Persuasive	Inventive
Convincing	Humorous
Articulate	Empathetic
Friendly	Expressive
Engaging	Candid

Include **[ESSENTIAL INFO]**

Location
 Salary
 Shifts offered
 Start date
 Book Interview
 Call to action
 Job benefits
 Services offered

Ask Me **[QUESTIONS]**

Ask me any questions before you begin in order to be sure you understand.

Ask me 3 clarifying questions before you begin in order to succeed at this task.

Ask me 5 clarifying questions before you begin in order to succeed at this task.

EXAMPLES OF PROMPTS

Acting as a marketer, create 10 social media job posts for open travel nurse positions in Colorado. Use an engaging tone. Be sure to include day and night shifts are available. Ask me 3 clarifying questions before you begin in order to succeed at this task.

Acting as a recruiter, write three cold emails, to passive candidates. Use a professional tone. Be sure to include that the position is remote and experience leading diverse teams is important. Ask me 3 clarifying questions before you begin.

BROUGHT TO YOU BY:

