



CLAUDE PROMPTS FOR HR

TALENT ACQUISITION AND HEADCOUNT PLANNING

01 Strategic sourcing brief

Prompt You are a TA leader planning a search for a [role title] at a [industry] company with [headcount] employees. Create a pre-search talent intelligence brief covering likely talent pools, compensation positioning, sourcing channels, and candidate objections. Use the job description, salary band, target start date, and competitor companies provided.

02 Headcount model risk review

Prompt You are an HR workforce planning analyst reviewing a multi-tab headcount plan. Identify formula errors, inconsistent assumptions, duplicate roles, unexplained variances, and issues that could affect budget or hiring timing. Summarize the main risks and list any items that need human review.

03 Headcount prioritization support

Prompt You are an HRBP preparing for a headcount prioritization meeting. Rank the proposed roles based on business criticality, service impact, workload pressure on the current team, compliance risk, and realistic time to fill. Recommend a hiring sequence and explain the key trade-offs.

ONBOARDING AND OFFBOARDING

04 30-60-90 day onboarding plan

Prompt You are an HRBP onboarding a new [role title] in [department]. Create a 30-60-90 day plan that helps the employee understand the role, build key relationships, and make measurable progress. Include goals, learning priorities, important meetings, early deliverables, and manager check-in prompts.

05 Exit interview summary

Prompt You are an HR analyst reviewing anonymized exit interview notes from [team or business unit] covering [date range]. Summarize the main themes, recurring concerns, positive feedback, and possible retention risks for current employees. Separate what the notes directly support from your interpretation.

06 Offboarding checklist

Prompt You are an HR Operations Specialist preparing an offboarding checklist for a [role title] leaving on [date]. Cover HR, IT, Finance, manager, and employee actions. Include access removal, knowledge transfer, final pay, benefits, equipment return, exit interview, and any items that may need legal review.

PERFORMANCE MANAGEMENT

07 Manager effectiveness scorecard

Prompt You are an HR analytics partner reviewing manager effectiveness across [team or business unit]. Use engagement themes, attrition, internal mobility, absence trends, performance distribution, and employee relations notes to identify manager effectiveness signals. Separate confirmed patterns from hypotheses that need further review.

08 Actionable feedback rewrite

Prompt You are an HRBP coaching a manager before a performance review. Rewrite the vague feedback below into behavior-based feedback. For each point, explain what happened, why it matters, what good looks like, and what the employee should do next. Keep the tone respectful and practical.

09 Difficult performance conversation plan

Prompt You are an HRBP helping a manager prepare for a difficult performance conversation with an employee in [role title]. Create a 30-minute conversation plan with an opening script, key points tied to examples, questions to ask, likely employee responses, next steps, and documentation notes.

LEARNING AND DEVELOPMENT

10 Skills gap analysis

Prompt You are an L&D partner supporting internal mobility. Compare the employee's current role profile with the target job description for [target role title]. Identify current strengths, gaps, priority areas, and development actions such as projects, coaching, mentoring, or formal learning.

11 Learning program outline

Prompt You are an L&D Specialist building a program for [audience] on [topic]. Create a practical program outline that includes module titles, learning outcomes, key content points, activities, resources, and assessment ideas. Focus on how learners will apply the skill on the job.

12 Microlearning script

Prompt You are an L&D Content Writer converting the attached [policy or framework] into a short microlearning module for [employee group]. Explain the content in plain language, include three key takeaways, add one realistic workplace example, and write two knowledge-check questions.

PEOPLE ANALYTICS AND COMPENSATION BENCHMARKING

13 Executive dashboard talking points

Prompt You are an HR analytics partner preparing for an executive meeting. Review the HR dashboard covering headcount, turnover, hiring, absence, engagement, and performance. Create three executive-ready insights, two risks leadership should know about, and likely questions leaders may ask.

14 Compensation benchmarking review

Prompt You are a Compensation Analyst comparing internal pay ranges with benchmark data for [role family], [location], and [level]. Classify each range as below market, within market, or above market. Flag compression risks, unclear benchmark assumptions, outdated data, and small benchmark samples.

15 Turnover and headcount planning analysis

Prompt You are an HR Workforce Planning Analyst reviewing turnover, vacancy, hiring, and headcount data for [period]. Identify teams at the highest staffing risk in the next [3, 6, or 12] months, likely drivers, impact on the headcount plan, and HR actions to consider.