

MASTER CLAUDE FOR HR

IN ONE WEEKEND

(even if you just signed up yesterday)



Level 1

Claude Chat

SATURDAY MORNING

- Go to claude.com/download. Install the app.
- Pay the \$20. Select **Opus 4.6 + Extended Thinking**.
- Connect **Microsoft 365, Slack, Gmail** through Connectors.



Start with a simple prompt:

"I want to [TASK] for [SUCCESS CRITERIA].
Use AskUserQuestion before you start."



By lunch you have a working assistant connected to the tools you already use.



Level 2

Claude Cowork

SATURDAY AFTERNOON

- 2 subfolders:** Project & Templates
- Go to **'Settings', 'General'**, and fill in your name and what best describes your work.
- Go to **'Capabilities'**, make sure **'Memory'** is switched on.
- Next, describe who you are and your organization under **'Import memory'**

- Set Global Instructions (**Settings** → **Cowork** → **Edit**):

"Always read my files first, user clear versioning, never edit originals, deliver everything to CLAUDE OUTPUTS."



No need to provide context anymore: Claude now knows who you are + your work context



Level 3

Skills + Plugins

SUNDAY MORNING

- Open Cowork. Type:

"Use the skill-creator to help me build a skill for [your most repeated task]."

- Claude interviews you. Answer and be specific.
- Before building the skill, tell Claude to run an **'eval'**. Claude will now run simulations to test your new skill.
- Generates the SKILL .md. Test it: "When would you use this skill?" If the description is vague, fix it.

- Upload: **Settings** → **Capabilities** → **Skills** → **Upload**. Now it fires automatically. No slash command.

- Install Plugins: **Cowork** > **Customize** > **Browse plugin**

Skills with about-me .md. Skills handle your process.



You've just built your second brain inside Claude.



Level 4

Claude for HR Plugin

SUNDAY AFTERNOON

- Open **Cowork** → **Customize** → **Browse plugins** → install **Claude for HR**.

12 pre-built skills appear, ready to fire on a slash command or auto-trigger when Claude recognizes the task:

/compensation-benchmarking → market rate for any role

/comp-analysis → band placement + equity modeling on your internal data

/employee-handbook → policy answers from your connected knowledge base

/interview-prep → competency questions + scorecard

/job-description → JDs aligned to your leveling framework

/org-planning → headcount cases, reorg scenarios

/performance-review → structured review drafts

/onboarding-plan → first-week calendar, tool access, buddy template

/offer-letter → terms, equity, benefits in one draft

/policy-drafting → new policy from scratch, jurisdiction-aware

/people-analytics → attrition, engagement, headcount patterns

/employee-comms → announcements, change comms, sensitive messages



This is your starting point, not your ceiling. Every skill is a SKILL .md file. Open it, read it, rewrite it.



Add your leveling framework, your bands, your EVP language, your tone guide.



Point **/employee-handbook** at the right Drive folder.



Replace the generic JD structure with the one your TA team actually uses.