HR & Recruiting Pack

30 prompts for job descriptions, candidate screening, onboarding, and people operations. Copy, customize the `[BRACKETS]`, paste into any AI.

Job Descriptions (8 prompts)

Prompt 1: Role-Specific Job Description Generator

```
Write a job description for a [JOB_TITLE] at a [COMPANY_SIZE]-person [INDUSTRY] company.
The role reports to [REPORTING_MANAGER_TITLE] and is [REMOTE/HYBRID/ONSITE] based in
[LOCATION].

Include these sections:
- A 2-sentence hook that sells the opportunity (not the company)
- Role summary (what they'll own, not a task list)
- 5-7 key responsibilities framed as outcomes, not activities
- Required qualifications (hard skills only — no "nice to haves" disguised as
requirements)
- Preferred qualifications (3 max)
- Compensation range: [SALARY_RANGE]
- Benefits highlights: [TOP_3_BENEFITS]

Tone: confident and specific. Avoid jargon like "rockstar," "ninja," or "fast-paced
environment." Every sentence should help a candidate decide if this role is right for
them.
```

Example Output: A structured JD for "Senior Backend Engineer at a 200-person fintech company" with an opening hook like "You'll own the payment processing pipeline that moves $2B annually," followed by outcome-driven responsibilities such as "Reduce API latency by 40% across the checkout flow."

Prompt 2: Inclusive Language JD Audit

```
Review this job description and rewrite it to be more inclusive and attract a broader, more diverse candidate pool:

[PASTE_JOB_DESCRIPTION]

Specifically:
1. Flag and replace gendered language (e.g., "he/she" → "they," "manpower" → "workforce")
2. Remove unnecessary credential requirements that create barriers (e.g., requiring a degree when experience would suffice)
3. Replace aggressive/competitive language with collaborative alternatives (e.g., "crush targets" → "drive results")
4. Shorten the requirements list — research shows women apply when they meet 100% of criteria vs. men at 60%. Keep only true requirements.
5. Add a statement encouraging candidates from non-traditional backgrounds to apply
6. Flag any age-coded language (e.g., "digital native," "young and energetic")

Output the revised JD with annotations explaining each change.
```

Example Output: A marked-up JD where "5+ years with a CS degree required" becomes "5+ years of professional experience or equivalent combination of education and hands-on work," with an annotation explaining the rationale.

Prompt 3: Remote-First Position Description

```
Write a remote-first job description for a [JOB_TITLE] role at [COMPANY_NAME], a [COMPANY_DESCRIPTION].

Salary range: [SALARY_RANGE]
Time zone expectations: [TIME_ZONE_REQUIREMENTS]
Travel requirements: [TRAVEL_FREQUENCY, e.g., "2x per year for team offsites"]
Equipment policy: [EQUIPMENT_DETAILS, e.g., "$2,000 home office stipend"]

The description must explicitly address:
- How async communication works at this company (tools, response time norms)
- Core overlap hours vs. flexible hours
- How performance is measured (outcomes, not hours logged)
- What remote support looks like (stipends, co-working reimbursement, etc.)
- Career progression path — remote employees aren't second-class citizens

Avoid vague phrases like "flexible work arrangement." Be specific about what remote actually means here.
```

Example Output: A JD for "Remote Product Designer" that specifies "Core overlap hours: 11am-3pm ET for synchronous collaboration. Remaining hours are yours to structure. We measure output through bi-weekly design reviews, not Slack green dots."

Prompt 4: Executive/Leadership Role Description

```
Write an executive-level job description for a [C-SUITE_OR_VP_TITLE] at [COMPANY_NAME].

Company context:
- Stage: [STARTUP/GROWTH/ENTERPRISE]
- Revenue: [REVENUE_RANGE]
- Team size they'll lead: [TEAM_SIZE]
- Board reporting: [YES/NO]
- Key challenge this hire solves: [PRIMARY_BUSINESS_CHALLENGE]

Structure the JD around:
1. The strategic mandate — what does winning look like in the first 18 months?
2. The 3 biggest decisions this person will make in year one
3. What they'll inherit (team, tech stack, processes) and what they'll build from scratch
4. The leadership qualities that matter more than technical skills for this role
5. Compensation philosophy (base + equity + bonus structure outline)

Tone: board-level gravitas without being stuffy. This should read like a compelling pitch,
not a compliance document.
```

Example Output: A VP of Engineering JD that opens with "We're at $12M ARR with 40 engineers and zero platform team. Your mandate: build the infrastructure org that lets us scale to $50M without rewriting everything," followed by specific first-year decisions like "Consolidate three legacy services or invest in a new orchestration layer."

Prompt 5: Internal Transfer/Promotion Job Posting

```
Write an internal job posting for a [JOB_TITLE] position that is open to current employees
at [COMPANY_NAME].

Current team/department: [DEPARTMENT]
Hiring manager: [MANAGER_NAME_AND_TITLE]
Why this role is open: [NEW_ROLE/BACKFILL/RESTRUCTURE]

The posting should:
- Acknowledge what internal candidates already know about the company (skip the
boilerplate "About Us")
- Clearly state what's new or different about this role vs. adjacent roles
- List the specific projects or initiatives this person will own in Q1
- Describe the growth opportunity — where does this role lead in 2-3 years?
- Include the application process for internal candidates (timeline, who to contact,
whether their current manager will be notified)
- Address whether external candidates are also being considered

Tone: transparent, respectful of employees' intelligence, and genuinely encouraging.
```

Example Output: An internal posting for "Senior Data Analyst, Revenue Operations" that says "You know our data is messy — this role exists to fix that. You'll own the pipeline from Salesforce to our BI layer and have budget to pick your own tooling."

Prompt 6: Internship/Early Career Position

```
Write a job description for a [INTERN/JUNIOR/ENTRY-LEVEL] [JOB_TITLE] at [COMPANY_NAME].

Program details:
- Duration: [DURATION, e.g., "12-week summer program"]
- Compensation: [HOURLY_RATE or SALARY]
- Mentorship structure: [DETAILS, e.g., "paired with a senior engineer + skip-level 1:1s monthly"]
- Conversion rate to full-time: [PERCENTAGE or "evaluated individually"]

The description must:
- Lead with what the intern/junior will LEARN, not what they'll do for the company
- List 3 concrete projects they might work on (with real impact, not busywork)
- Replace "3-5 years experience required" with skill demonstrations (portfolio, coursework, side projects)
- Include what a typical week looks like
- Mention cohort size and whether there are other early-career hires to learn alongside

Do NOT use: "entry-level but 3 years experience required," "must know 8 programming languages," or any other requirements that contradict the seniority level.
```

Example Output: An internship JD that says "Week 1: You'll ship a bug fix to production. Week 6: You'll present a feature proposal to the product team. Week 12: You'll demo what you built to the entire engineering org."

Prompt 7: Contract/Freelance Role Brief

```
Write a contract role brief for a [FREELANCE/CONTRACT] [JOB_TITLE].

Project scope: [PROJECT_DESCRIPTION]
Duration: [ESTIMATED_DURATION]
Budget: [HOURLY_RATE_RANGE or FIXED_PROJECT_FEE]
Start date: [TARGET_START_DATE]
Working arrangement: [HOURS_PER_WEEK, ASYNC_VS_SYNC]

Structure the brief as:
1. Project context — why this work matters and what's already been done
2. Specific deliverables with acceptance criteria (not vague "help with marketing")
3. Timeline with milestones
4. Tools/access they'll need (and who provisions them)
5. Communication cadence (weekly check-in? Daily standup? Async updates?)
6. How success is measured at project end
7. Potential for extension or conversion to full-time

Be explicit about IP ownership, NDA requirements, and invoicing process.
```

Example Output: A contract brief for a "Brand Identity Designer, 6-week engagement" with milestones like "Week 2: Deliver 3 logo concepts with rationale. Week 4: Finalize brand guidelines document. Week 6: Deliver asset library in Figma."

Prompt 8: Job Description for a Role That Doesn't Exist Yet

```
I'm creating a brand-new role at [COMPANY_NAME] that combines responsibilities that
currently sit across multiple teams. Help me write a job description for it.

Working title: [PROPOSED_TITLE]
This role exists because: [BUSINESS_PROBLEM_IT_SOLVES]
It borrows from these existing roles: [LIST_OF_ADJACENT_ROLES, e.g., "part product
manager, part data analyst, part customer success"]
It reports to: [REPORTING_STRUCTURE]
Success in year one looks like: [MEASURABLE_OUTCOMES]

Help me:
1. Craft a clear, searchable job title (avoid made-up titles that no one searches for)
2. Write a role summary that explains why this hybrid role exists without sounding like
three jobs in a trench coat
3. Define 5-6 responsibilities that form a coherent narrative (not a Frankenstein list)
4. Identify the 3 "must-have" skills that span all the combined disciplines
5. Suggest a realistic salary benchmark based on the component roles
```

Example Output: A JD for "Revenue Operations Analyst" (retitled from "Sales-Data-Success Hybrid") with a summary: "Our sales, CS, and finance teams each have a piece of the revenue picture. You'll be the person who sees the whole board."

Candidate Outreach (7 prompts)

Prompt 9: Cold Outreach to Passive Candidate

```
Write a cold outreach message to a passive candidate for a [JOB_TITLE] role at
[COMPANY_NAME].

Candidate context:
- Their current role: [CURRENT_TITLE] at [CURRENT_COMPANY]
- What caught my eye: [SPECIFIC_REASON, e.g., "their open-source contributions to X" or
"their talk at Y conference"]
- Something we offer that their current company likely doesn't: [UNIQUE_VALUE_PROP]

Channel: [LINKEDIN_INMAIL/EMAIL/TWITTER_DM]
Character limit: [IF_APPLICABLE]

Rules:
- Open with something specific about THEM, not about your company
- The first sentence must earn the second sentence — no "Hi, I came across your profile"
- Mention the specific thing that makes them a fit (not generic flattery)
- Include ONE compelling reason to reply (not a full job pitch)
- End with a low-commitment ask (15-min call, not "send your resume")
- Keep it under 100 words

Do NOT write: "I have an exciting opportunity," "fast-growing startup," or anything that
reads like a template.
```

Example Output: "Your blog post on event-driven architecture at scale solved a problem we've been stuck on for months. We're building something similar at [Company] — payment infrastructure processing $2B/year — and the person leading that system just got promoted. Would you be open to a 15-minute call to hear what we're working on? No pressure either way."

Prompt 10: Follow-Up After No Response

```
Write a follow-up message to a candidate who didn't respond to my initial outreach
[TIME_SINCE_FIRST_MESSAGE, e.g., "5 days ago"].

Original message context: [BRIEF_SUMMARY_OF_FIRST_MESSAGE]
New information to add: [OPTIONAL — e.g., "we just closed a Series B" or "the hiring
manager published a relevant blog post"]

Rules:
- Acknowledge the no-response without guilt-tripping ("I know you're busy" is fine; "I
noticed you didn't reply" is not)
- Add ONE new piece of value they didn't have before (a relevant article, a team
achievement, a specific project detail)
- Shorter than the first message — they already have context
- Give them an easy exit ("If the timing isn't right, no worries — I won't follow up
again")
- This is follow-up #[1/2/3] — adjust persistence accordingly (stop after 3 total touches)
```

Example Output: "Quick follow-up — our engineering team just published a deep-dive on the migration I mentioned: [link]. Thought you'd find it interesting regardless. If you're open to a quick chat about what we're building, happy to work around your schedule. If not, totally understand — I'll leave it here."

Prompt 11: Candidate Rejection Email (Post-Interview)

```
Write a rejection email to a candidate who interviewed for [JOB_TITLE] at [COMPANY_NAME].

Interview stage reached: [PHONE_SCREEN/TECHNICAL/ONSITE/FINAL_ROUND]
Candidate's name: [CANDIDATE_NAME]
Specific strength to highlight: [SOMETHING_GENUINE_THEY_DID_WELL]
Reason for rejection (internal — do not include verbatim): [REASON]
Willing to keep in pipeline for future roles: [YES/NO]

The email must:
- Thank them specifically for their time investment (mention the stage — "taking a full day for onsite" matters)
- Include one genuine, specific piece of positive feedback (not generic "we were impressed")
- Be honest that you chose another candidate without revealing details
- If keeping in pipeline: describe what that actually means (not a vague "we'll keep your resume on file")
- If not keeping in pipeline: wish them well sincerely
- Offer to provide more detailed feedback if they'd like it (optional, based on company policy: [YES/NO])

Tone: warm, respectful, and human. This person told friends and family about this opportunity. Treat the email accordingly.
```

Example Output: "Hi Sarah — Thank you for spending the afternoon with our team last Thursday. Your system design walkthrough was genuinely one of the strongest we've seen — the way you broke down the caching layer showed real depth. After a difficult deliberation, we've decided to move forward with another candidate whose background in distributed payments more closely matched this specific role..."

Prompt 12: Offer Letter Email

```
Draft an offer letter email for [CANDIDATE_NAME] for the [JOB_TITLE] position at
[COMPANY_NAME].

Offer details:
- Base salary: [SALARY]
- Equity/stock: [EQUITY_DETAILS or "N/A"]
- Bonus: [BONUS_STRUCTURE or "N/A"]
- Start date: [PROPOSED_START_DATE]
- Benefits highlights: [TOP_3_BENEFITS]
- Signing bonus: [AMOUNT or "N/A"]
- Offer expiration: [DATE — typically 5-7 business days]
- Reporting to: [MANAGER_NAME_AND_TITLE]

The email should:
1. Lead with genuine excitement (reference something specific from their interviews)
2. Present the offer clearly in a scannable format
3. Mention what their first week/month looks like (reduce new-job anxiety)
4. Name their future manager and team
5. Explain next steps clearly (sign here, background check, etc.)
6. Provide a direct contact for questions (not a generic HR inbox)
7. Set a clear but non-pressuring deadline

Tone: celebratory but professional. This is the moment they've been waiting for — make it
feel special.
```

Example Output: "Hi Marcus — After your conversation with the team last week, we're all in agreement: we want you on board. Your approach to the product strategy case study sparked a 30-minute brainstorm after you left — that's exactly the kind of thinking we need. Here's what we're proposing..."

Prompt 13: Candidate Re-Engagement (Past Applicant)

```
Write an email to re-engage a strong candidate who previously applied or interviewed at
[COMPANY_NAME] but wasn't hired.

Candidate details:
- Name: [CANDIDATE_NAME]
- Previous role applied for: [PREVIOUS_ROLE]
- When they applied: [TIMEFRAME, e.g., "8 months ago"]
- Why they weren't selected then: [BRIEF_REASON, e.g., "we went with an internal
candidate"]
- New role available: [NEW_JOB_TITLE]
- What's changed since then: [COMPANY_UPDATE, e.g., "we doubled the team" or "launched a
new product line"]

The email must:
- Acknowledge the previous interaction honestly
- Explain what's different this time (new role, bigger team, different needs)
- Share a genuine company update that makes this moment more interesting
- Respect that they may have moved on — don't assume they're still looking
- Make it easy to say yes or no
```

Example Output: "Hi Priya — We spoke last March when you interviewed for the Product Designer role. You were our runner-up, and honestly, we've referenced your portfolio presentation internally more than once since then. We've since launched a second product line and are hiring a Lead Designer to own it end-to-end. The scope is significantly bigger than what we discussed before..."

Prompt 14: Recruiter Introduction to Hiring Manager

```
Write an internal email introducing a candidate to the hiring manager to get them excited
about moving forward.

Candidate: [CANDIDATE_NAME], currently [CURRENT_TITLE] at [CURRENT_COMPANY]
Role: [JOB_TITLE]
Hiring manager: [MANAGER_NAME]

Key selling points from the recruiter screen:
- [STRENGTH_1]
- [STRENGTH_2]
- [STRENGTH_3]

Potential concerns to address proactively:
- [CONCERN_1, e.g., "no experience in our exact industry, but has transferred domains
twice before"]

The email should:
- Lead with the single most compelling reason to interview this person
- Be skimmable — bullet points, not paragraphs
- Proactively address the obvious concern with a reframe
- Suggest specific interview focus areas based on what you've learned
- Include a "why now" — the candidate's timeline or competing offers if relevant
```

Example Output: "Re: [Candidate] for Senior PM — TL;DR: She built the feature prioritization framework at Stripe that their PM org still uses. Two competing offers with deadlines in 10 days. Worth a fast-track. Here's what I learned in 30 minutes..."

Prompt 15: Interview Scheduling Outreach

```
Write a scheduling email to a candidate who has been selected for the next interview
round.

Candidate: [CANDIDATE_NAME]
Next step: [INTERVIEW_TYPE, e.g., "Technical screen," "Panel interview," "Take-home
exercise"]
Duration: [DURATION]
Format: [VIDEO_CALL/IN_PERSON/TAKE_HOME]
Interviewers: [NAMES_AND_TITLES]
Scheduling window: [DATE_RANGE]

The email should:
- Confirm they're moving forward (small celebration moment)
- Clearly describe what the next step involves so they can prepare
- Share who they'll be meeting and what each person evaluates
- Provide 3-4 time slots or a scheduling link
- Mention what to expect regarding format (whiteboard? Presentation? Conversational?)
- If take-home: specify the expected time investment and deadline
- Include any logistics (parking, building access, video call link)

Tone: organized, warm, and transparent. Reduce their anxiety by eliminating unknowns.
```

Example Output: "Great news — the team would love to move forward! Your next step is a 60-minute technical discussion with two senior engineers, Alex Chen and Riya Patel. Alex focuses on system design and Riya on code quality. There's no whiteboard — it's a collaborative conversation about a real problem we've faced..."

Onboarding (8 prompts)

Prompt 16: Day-One Welcome Email

```
Write a welcome email for [NEW_HIRE_NAME] who starts as [JOB_TITLE] on [START_DATE] at
[COMPANY_NAME].

Details to include:
- Manager: [MANAGER_NAME]
- Buddy/mentor: [BUDDY_NAME]
- Team: [TEAM_NAME, TEAM_SIZE]
- First day logistics: [START_TIME, LOCATION_OR_VIDEO_LINK, DRESS_CODE]
- Equipment: [LAPTOP_DETAILS, WHEN_THEY_RECEIVE_IT]
- Day one agenda: [BRIEF_OVERVIEW, e.g., "IT setup, team lunch, 1:1 with manager"]

The email should:
- Open with genuine excitement that's specific to THEM (reference their interview or
background)
- Reduce first-day anxiety by telling them exactly what happens hour by hour
- Introduce their buddy and what that relationship looks like
- Link to any pre-reading (handbook, team wiki, Slack channels to join)
- Include practical details (where to park, who to ask for at reception, what to bring)
- End with "you don't need to prepare anything — just bring yourself"

Tone: warm, organized, and human. The goal is for them to close this email feeling
excited, not overwhelmed.
```

Example Output: "Hi Jordan — Monday can't come soon enough. Since your interview, the team has been brainstorming which project to hand you first (don't worry, you'll have a say). Here's what your first day looks like so there are zero surprises: 9:00 AM — Meet me in the lobby. I'll walk you to your desk..."

Prompt 17: 30/60/90 Day Plan Generator

```
Create a 30/60/90 day onboarding plan for a [JOB_TITLE] joining the [DEPARTMENT] team at [COMPANY_NAME].

Context:
- This person's experience level: [JUNIOR/MID/SENIOR/LEAD]
- What they were hired to own: [PRIMARY_RESPONSIBILITY]
- Current team pain point they'll address: [KEY_CHALLENGE]
- Key stakeholders they need to build relationships with: [LIST_OF_ROLES]
- Critical tools/systems to learn: [TOOL_LIST]

Structure each phase:

**Days 1-30 (Learn):**
- 5 specific learning objectives (systems, people, processes)
- Meetings to schedule and with whom
- One small, low-risk deliverable to build early confidence
- Check-in cadence with manager

**Days 31-60 (Contribute):**
- 3 projects to take ownership of
- Cross-functional relationships to establish
- First independent decision they should make
- Feedback checkpoint with manager

**Days 61-90 (Own):**
- Full ownership areas
- First initiative they propose themselves
- Metrics they're now accountable for
- 90-day review criteria (what does "exceeding expectations" look like?)

Each item should be specific enough to be checkboxed off, not vague like "learn the codebase."
```

Example Output: "Days 1-30: Shadow 3 customer calls with the CS team. Complete the internal 'Data Pipeline 101' doc. Ship one bug fix to production with a pair-programming partner. Schedule 1:1s with the VP of Product, Head of Sales, and your two peer engineering leads."

Prompt 18: Onboarding Checklist (Manager's Version)

```
Create a comprehensive onboarding checklist for a manager preparing to onboard
[NEW_HIRE_NAME] as [JOB_TITLE] starting [START_DATE].

Organize by timeline:

**1 week before start:**
- Equipment, accounts, and access provisioning
- Calendar invites to send (recurring 1:1s, team meetings, all-hands)
- Buddy assignment and briefing
- Team announcement draft
- Desk/workspace setup (or remote welcome package)

**Day 1:**
- Hour-by-hour schedule
- Welcome meeting agenda (what to cover, what NOT to dump on day one)
- Introductions to make (in what order, and why)
- End-of-day check-in (specific questions to ask)

**Week 1:**
- Daily 15-minute check-ins (what to ask each day)
- Documentation and resources to share (paced, not all at once)
- First assignment to give and why
- Social integration (lunch, coffee chats, team channel intros)

**Month 1:**
- Weekly 1:1 agenda items specific to onboarding
- Feedback to gather from the new hire about the process
- Warning signs to watch for (disengagement, confusion, isolation)
- Success signals that onboarding is going well

Format each item as a checkbox with the responsible person noted.
```

Example Output: "[ ] (IT — submit by Mon 1/8) Provision laptop, Slack, GitHub, Jira, and AWS console access. [ ] (You — by Weds 1/10) Send team announcement in #engineering: 'Starting Monday: Jordan Lee joins as Senior Backend Eng, coming from Stripe's payments team...'"

Prompt 19: Team Announcement for New Hire

```
Write a team announcement for [NEW_HIRE_NAME] who is joining as [JOB_TITLE] on
[START_DATE].

Details:
- Team/department: [TEAM]
- Where they're coming from: [PREVIOUS_COMPANY_AND_ROLE]
- Fun/personal detail they've shared: [PERSONAL_DETAIL, e.g., "competitive Scrabble
player" or "just moved from Austin"]
- What they'll be working on: [INITIAL_FOCUS_AREA]
- Channel: [SLACK/EMAIL/ALL_HANDS]

The announcement should:
- Make the new hire feel genuinely welcomed (not like a press release)
- Give the team enough context to start a conversation with them
- Include the personal detail naturally (not forced)
- Ask the team to do one specific welcoming action (not generic "make them feel welcome")
- Keep it to 4-5 sentences max for Slack, slightly longer for email

Avoid: corporate-speak, listing their entire resume, or making it sound like a LinkedIn
post.
```

Example Output: "Team — Jordan Lee starts Monday as our new Senior Backend Engineer, joining us from Stripe's payments infrastructure team. She'll be diving into the checkout reliability project that's been on our roadmap. Outside of work, she's a competitive Scrabble player (fair warning: she will destroy you). Drop by her desk or Slack her to say hello — first lunch is on the team."

Prompt 20: Onboarding Feedback Survey

```
Create an onboarding feedback survey for new hires to complete at the [30-DAY/60-DAY/90-DAY] mark.

Department: [DEPARTMENT]
Survey tool: [GOOGLE_FORMS/TYPEFORM/LATTICE/OTHER]
Anonymous: [YES/NO]

Design 12-15 questions across these categories:

**Clarity & Expectations (3-4 questions)**
- Do they understand their role, goals, and how success is measured?

**Resources & Tools (2-3 questions)**
- Did they have what they needed? What was missing or delayed?

**Relationships & Culture (3-4 questions)**
- Do they feel connected to their team, manager, and buddy?
- Any culture surprises (positive or negative)?

**Process Quality (2-3 questions)**
- What was the most useful part of onboarding? Least useful?
- What would they change for the next new hire?

**Engagement Check (1-2 questions)**
- On a scale of 1-10, how confident do they feel in their role?
- Would they recommend this company to a friend? (eNPS)

Mix question types: Likert scale (1-5), multiple choice, and 2-3 open-ended. Make it completable in under 8 minutes.
```

Example Output: "Q4: 'On a scale of 1-5, how well did your first week prepare you for your actual day-to-day work?' (1 = I was still lost after a month, 5 = I felt productive by week 2). Q11: 'What's one thing you wish someone had told you before your first day?' (open text)"

Prompt 21: Culture & Values Orientation Script

```
Write a facilitator script for a 45-minute culture orientation session for a cohort of
[NUMBER] new hires at [COMPANY_NAME].

Company values: [LIST_VALUES, e.g., "Ownership, Transparency, Customer Obsession, Craft"]
Format: [IN_PERSON/VIRTUAL]
Facilitator: [HR_LEAD/CEO/TEAM_LEAD]

The session should:
1. Open with a story (not a slide) — a real moment when a value was tested and upheld
2. For each value, provide:
   - What it looks like in daily work (specific behavioral example)
   - What it does NOT mean (common misinterpretation)
   - A question for group discussion
3. Include a 10-minute interactive exercise (not an icebreaker — something that
demonstrates a value in action)
4. Address the elephant in the room: "Every company has values on the wall. Here's how
you'll know ours are real."
5. Close with how values connect to performance reviews and promotions
6. Leave time for Q&A (suggest 3 common questions new hires ask and how to answer them)

Tone: genuine, not preachy. If it sounds like a corporate training video, rewrite it.
```

Example Output: "Let me start with a story from last quarter. A customer reported a billing error that affected $12. Most companies would auto-refund and move on. Our support lead, instead, dug in and found that the same bug had affected 2,400 customers. She escalated it, and engineering shipped a fix that week. That's what we mean by 'Ownership' — it's not about your job description, it's about what you do when something is clearly broken and no one assigned it to you."

Prompt 22: Remote Employee Onboarding Plan

```
Create a remote-specific onboarding plan for [NEW_HIRE_NAME], a [JOB_TITLE] who will work remotely from [LOCATION/TIME_ZONE].

Remote challenges to proactively solve:
- Isolation and lack of organic relationship-building
- Tool/access provisioning without an IT desk
- Understanding team norms that are usually absorbed by osmosis
- Building trust without face-time

Week 1 plan should include:
- Structured virtual coffee chats (who, in what order, suggested talking points)
- Async "getting to know you" intro (template for them to fill out and share)
- A Slack/Teams channel tour with descriptions of norms per channel
- Daily end-of-day async check-in format (what they did, what they're stuck on, what's tomorrow)
- Video call etiquette and camera norms at this company

Week 2-4 plan should include:
- Virtual shadowing sessions (who to shadow, what to observe)
- First async collaboration project (something that requires them to use all core tools)
- Scheduled "ask me anything" sessions with key stakeholders
- Guide to "how decisions get made here" — documented meeting culture, RFC process, etc.

Include a "remote onboarding red flags" checklist for the manager to monitor.
```

Example Output: "Day 2, 11am PT: Virtual coffee with your buddy, Sam (30 min — no agenda, just get to know each other). Day 2, 2pm PT: Shadowing session — watch how Priya runs the weekly product review. Focus on: how decisions get documented afterward. Day 3: Complete your 'User Manual of Me' template and post it in #team-introductions..."

Prompt 23: Onboarding Resource Hub Structure

```
Design the structure and content outline for a self-serve onboarding resource hub
(internal wiki/Notion/Confluence) for [COMPANY_NAME].

Company size: [EMPLOYEE_COUNT]
Departments: [LIST_DEPARTMENTS]
Current pain point: [e.g., "tribal knowledge, nothing documented" or "docs exist but are
outdated and scattered"]

Create the architecture:

**Welcome Section**
- What to include on the "Start Here" page
- Suggested reading order for the first 5 days

**Company & Culture**
- Pages to create and what each should contain
- What NOT to put here (move to department-specific sections)

**Department Playbooks**
- Template for each department's section (consistent structure)
- Critical content each department must provide

**Tools & Access**
- Tool inventory with access request process
- "How We Use [Tool]" one-pagers (not generic docs — YOUR company's conventions)

**People & Org**
- Org chart format that stays current
- "Who to ask about X" directory

**FAQ & Gotchas**
- Top 20 questions every new hire asks (crowdsourced from recent hires)
- "Things I wish I knew" collection

For each section, include: page title, 3-sentence content brief, owner, and update
frequency.
```

Example Output: "Page: 'How We Use Slack' — Owner: People Ops — Update: quarterly. Content: List of channels with descriptions and expected behavior. Clarify: #general is for company announcements only (no memes). Response time norms: channels = 4 hours, DMs = 1 hour during business hours. Thread etiquette: always reply in threads."

Policies & Documentation (7 prompts)

Prompt 24: Employee Handbook Section Generator

```
Write a section of the employee handbook for [COMPANY_NAME] covering [POLICY_TOPIC].

Policy topic: [e.g., "PTO & Leave," "Remote Work," "Expense Reimbursement," "Code of Conduct," "Performance Reviews"]
Company size: [EMPLOYEE_COUNT]
Industry: [INDUSTRY]
State/Country: [JURISDICTION — for legal compliance notes]
Existing policy to update: [PASTE_CURRENT_VERSION or "writing from scratch"]

Requirements:
- Write in plain English (8th-grade reading level) — no legalese unless legally required
- Use the format: Policy Statement → Who It Applies To → How It Works → Examples → FAQs → Exceptions
- Include 2-3 realistic scenarios that illustrate edge cases
- Flag any areas where legal review is recommended before publishing
- Make it searchable — use clear headings and bold key terms
- Include the effective date and review cycle

The tone should feel like a helpful guide, not a legal threat. Employees should finish reading feeling informed, not intimidated.
```

Example Output: "Unlimited PTO — How It Actually Works: We offer unlimited PTO because we trust you to manage your time. In practice, we expect everyone to take a minimum of 15 days per year. Here's how it works: For 1-3 days, message your manager and update your calendar. For 4+ consecutive days, submit a request in [System] at least 2 weeks ahead. Example: Taking Friday off for a long weekend? Slack your manager Thursday morning. Taking two weeks in August? Submit the request by mid-July."

Prompt 25: Performance Improvement Plan (PIP) Template

```
Create a Performance Improvement Plan template for [COMPANY_NAME] that is firm, fair, and legally sound.

Context:
- Employee name: [EMPLOYEE_NAME]
- Role: [JOB_TITLE]
- Manager: [MANAGER_NAME]
- Specific performance issues: [LIST_2-3_ISSUES with examples and dates]
- Previous feedback given: [DATES_AND_SUMMARY of prior conversations]
- PIP duration: [30/60/90 DAYS]
- Support being offered: [e.g., "weekly coaching sessions, reduced workload, training budget"]

The PIP should include:
1. Clear description of the performance gap (observable behaviors, not personality judgments)
2. Specific, measurable goals for each issue (not "improve communication" but "respond to cross-functional requests within 4 business hours")
3. What success looks like at the end of the PIP period (with concrete metrics)
4. Resources and support the company will provide
5. Check-in cadence (weekly meetings with documented progress)
6. Consequences if goals are not met (stated plainly, not buried in euphemisms)
7. Employee acknowledgment section

Tone: direct and supportive simultaneously. The goal is genuine improvement, not a paper trail for termination. But it must also protect the company legally.

[FLAG: This document should be reviewed by employment counsel before use.]
```

Example Output: "Performance Gap #1: Meeting deadlines. In the past 60 days, 4 of 7 project deliverables were submitted 3+ days late (Project Alpha on 2/14, Project Beta on 2/28...). Goal: Deliver 100% of assigned deliverables on or before the agreed deadline for the next 60 days. Support: Weekly Monday planning session with manager to scope work and flag blockers early."

Prompt 26: Exit Interview Question Set

```
Design an exit interview question set for [COMPANY_NAME] that surfaces genuinely useful
insights — not just polite nothings.

Interview format: [IN_PERSON/VIDEO/WRITTEN_SURVEY]
Conducted by: [HR/SKIP_LEVEL_MANAGER/THIRD_PARTY]
Department of departing employee: [DEPARTMENT]
Tenure: [LENGTH_OF_EMPLOYMENT]
Voluntary/Involuntary: [VOLUNTARY]
Role level: [IC/MANAGER/DIRECTOR+]

Create 15-18 questions organized by theme:

**The Real Reason (3-4 questions)**
- Go beyond "why are you leaving?" — most people give a sanitized answer
- Design questions that triangulate the actual reason (compensation? manager? growth?
culture?)

**Manager & Leadership (3-4 questions)**
- What their manager did well and what they'd change
- Whether they felt safe giving upward feedback during employment

**Growth & Development (2-3 questions)**
- Did they see a path to promotion? Was it clear and achievable?
- What skill development was missing?

**Culture & Environment (3-4 questions)**
- What would they tell a friend who was considering joining?
- What's the gap between the culture the company espouses and the one it practices?

**If They Could Change One Thing (2-3 questions)**
- The "magic wand" question — but make it specific enough to be actionable

Include interviewer guidance notes for sensitive moments (e.g., if the employee becomes
emotional or makes a harassment disclosure).
```

Example Output: "Q3: 'If you could go back to your first month here, knowing what you know now, what would you do differently?' (This reveals whether onboarding, expectations, or culture surprised them.) Interviewer note: If they say 'I wouldn't have joined,' pause and ask what specifically they wish they'd known. Document verbatim."

Prompt 27: Work-From-Home Policy

```
Write a comprehensive Work-From-Home policy for [COMPANY_NAME].

Company context:
- Current model: [FULLY_REMOTE/HYBRID_X_DAYS/FLEXIBLE]
- Office locations: [LOCATIONS or "no office"]
- Team size: [EMPLOYEE_COUNT]
- Time zone spread: [e.g., "US coasts only" or "global, 12-hour spread"]
- Industry/compliance requirements: [ANY_SPECIAL_REQUIREMENTS]

The policy must address:
1. Eligibility — who can work remotely and who can't (and why)
2. Core hours and availability expectations (be specific, not "be reachable")
3. Communication norms — response times by channel (Slack, email, calls)
4. Home office requirements (ergonomics, internet speed, dedicated workspace)
5. Equipment and stipend policy (what the company provides vs. employee responsibility)
6. Data security requirements (VPN, screen locks, no public WiFi for sensitive work)
7. Tax and legal implications of working from different states/countries
8. How to request permanent remote status or location changes
9. In-office expectations for hybrid employees (which days, what those days are for)
10. How remote performance is evaluated (explicitly output-based)

Include a FAQ section addressing the 5 most common gray areas (e.g., "Can I work from a
coffee shop?" "What if my internet goes down?" "Can I work from another country for a
month?").
```

Example Output: "Internet Requirements: A stable connection of 25+ Mbps download / 5+ Mbps upload is required for video calls. If your connection is unreliable, contact People Ops about our co-working space reimbursement ($200/month). Gray Area — Working from another country: Stays under 2 weeks require manager approval only. Stays over 2 weeks require People Ops approval due to tax implications. Some countries are restricted — check the approved list in [System]."

Prompt 28: Employee Referral Program Guide

```
Write the internal guide for [COMPANY_NAME]'s employee referral program.

Program details:
- Referral bonus: [AMOUNT, e.g., "$2,500 for IC roles, $5,000 for senior/leadership"]
- Payout timing: [e.g., "50% at hire, 50% after 90 days"]
- Eligible roles: [ALL_ROLES/SPECIFIC_DEPARTMENTS]
- Who can refer: [ALL_EMPLOYEES/RESTRICTIONS]

The guide should include:
1. Why referrals matter (with data — e.g., "referred candidates are hired 55% faster and
stay 45% longer")
2. How to submit a referral (step-by-step with screenshots or links)
3. What happens after submission (timeline, who reviews, when the referrer gets updates)
4. What makes a GOOD referral vs. a resume dump (quality over quantity)
5. Frequently asked questions:
   - Can I refer someone I've never worked with?
   - What if two people refer the same candidate?
   - Do I still get the bonus if the role changes during the process?
   - Can managers refer candidates for their own team?
6. Tips for reaching out to your network (sample messages they can customize)
7. Current high-priority roles (updated quarterly)
8. Hall of fame or program stats to build momentum

Tone: motivating and practical. Make it feel like an opportunity, not a policy.
```

Example Output: "How to write a great referral note (this is what the recruiter sees first): BAD: 'My friend is looking for a job, here's her resume.' GOOD: 'I worked with Amira at Datadog for 2 years. She redesigned their alerting pipeline and reduced false positives by 70%. She's actively looking and I think she'd be a strong fit for the SRE lead role because...'"

Prompt 29: Diversity, Equity & Inclusion Policy Statement

```
Write a DEI policy statement and action plan for [COMPANY_NAME].

Current state:
- Company size: [EMPLOYEE_COUNT]
- Current diversity data (if available): [DEMOGRAPHICS_SUMMARY or "not yet tracked"]
- Existing initiatives: [LIST_CURRENT_EFFORTS or "starting from scratch"]
- Industry: [INDUSTRY]
- CEO/leadership commitment level: [STRONG/MODERATE/EARLY]

The document should include:

**Statement of Commitment (1 page)**
- Why DEI matters to THIS company specifically (not generic platitudes)
- Acknowledgment of current gaps without performative guilt
- Concrete commitments with timelines

**Action Plan (2-3 pages)**
- Hiring: sourcing, blind resume review, structured interviews, diverse panels
- Retention: ERGs, mentorship programs, equitable promotion processes
- Culture: inclusive meeting practices, bias training, psychological safety measures
- Measurement: what metrics to track, how often, who's accountable
- Budget allocation: what resources are committed (not just words)

**Accountability Framework**
- Who owns DEI (it shouldn't be one person — but someone must be accountable)
- How progress is reported (quarterly all-hands? Annual report?)
- What happens when the company falls short

Avoid: virtue signaling, buzzword soup, promises without plans. Every statement should
have a corresponding action item.
```

Example Output: "Commitment #3: Within 6 months, implement structured interviews for all roles. This means: every candidate for the same role answers the same questions, evaluated on the same rubric, by a trained panel. Owner: VP of Talent. Metric: 100% of roles using structured format by Q3. Current state: ~30% of roles use structured interviews."

Prompt 30: Termination/Offboarding Checklist & Communication Plan

```
Create a termination/offboarding checklist and communication plan for [COMPANY_NAME].

Scenario: [VOLUNTARY_RESIGNATION/INVOLUNTARY_TERMINATION/LAYOFF/RETIREMENT]
Employee: [EMPLOYEE_NAME]
Role: [JOB_TITLE]
Department: [DEPARTMENT]
Last day: [DATE]
Notice period: [DURATION]
Knowledge transfer needed: [YES — CRITICAL_AREAS / NO]

**Offboarding Checklist (by responsible party):**

HR/People Ops:
- Benefits continuation (COBRA, etc.)
- Final paycheck and PTO payout calculation
- Exit interview scheduling
- Reference policy communication
- Non-compete/NDA reminder (if applicable)

IT/Security:
- Account deactivation timeline (when, not "ASAP" — be specific)
- Equipment return process
- Access revocation sequence (critical systems first)
- Data transfer and backup

Manager:
- Knowledge transfer plan (what, to whom, by when)
- Project handoff documentation
- Client/stakeholder communication
- Team communication (what to say, when, and to whom)

**Communication Plan:**
- What to tell the team (template)
- What to tell clients/external partners (template)
- What NOT to say (legal guidance)
- Timing sequence: who finds out first, second, third
- How to handle questions from the team (FAQ for the manager)

For involuntary terminations, include: day-of logistics, security considerations, and
dignity-preserving practices.
```

Example Output: "Communication Sequence: 1) Employee notified by manager + HR (private, in-person or video). 2) Employee's direct reports told by manager within 2 hours. 3) Broader team notified via email by end of day. 4) External stakeholders notified by relationship owner within 48

hours. Template for team: 'I want to let you know that [Name] is leaving the company, with [Date] as their last day. I know many of you worked closely with them...'"
