elementsuite
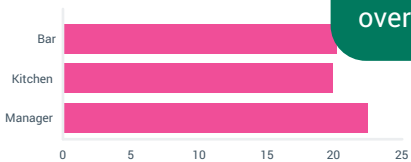Powerful. Smart. HR Software.

Hiring smarter, not harder:

Practical AI prompts and use cases for recruitment
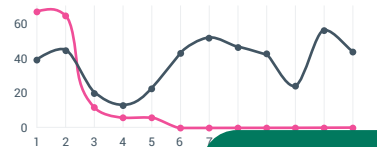
Chat with ELLA
Online

Hello! I'm ELLA. How can I help you today?

Write me a job description for a permanent bartending role for our Cardiff branch In our company tone and usual structure.

Show all open job postings that were created in the last 30 days.

Compare the volume of applications for Chef roles across different cities over the past six months.

Extract candidates who have specified experience in customer service.

Applications Per Hire

Time To Fill By Job Role

Bar
Kitchen
Manager

0   5   10   15   20   25

Type message

HR in the AI age

With 60% of HR professionals aiming to integrate AI into their processes, it's clear that the demand for smarter, more efficient recruitment solutions is on the rise. This growing interest is hardly surprising, given the potential of AI to streamline operations, enhance strategic decision-making, and tackle the challenges of modern hiring. From automating repetitive tasks to providing deeper insights, AI offers HR teams the tools they need to improve efficiency and make more informed, data-driven decisions.

In the recruitment landscape, HR professionals are tasked with finding top talent in an increasingly competitive market. As the demands of recruitment grow - requiring more data-driven insights, personalised candidate experiences, and faster decision-making – AI is the perfect partner for streamlining the process.

But the key to effective AI utilisation is how we interact with the tool – this means asking the right questions.

In this eBook, we've put together a list of prompts to help you ask an AI tool like ELLA the right questions to make your life easier. Whether you're screening candidates, assessing qualifications, analysing talent pools, or creating job descriptions, these prompts will help you take full advantage of AI for recruitment.

By using the prompts in this eBook, you can save time, reduce bias, and ensure that you're attracting and hiring the best talent for your organisation.

Addressing data bias:

A note from Steve Elcock, CEO & Founder of elementsuite

> HR professionals must develop a deep understanding of AI's potential within the HR landscape to confidently lead their organisations through the complexities of AI adoption. Within recruitment, AI offers transformative possibilities, enabling businesses to gain a competitive edge in the race for talent. However, realising this potential responsibly requires a critical focus on mitigating data bias.
>
> Data bias, whether originating from historical hiring trends, incomplete datasets, or flawed data labelling processes, can skew AI-driven decisions. This can result in the unintentional prioritisation, or exclusion, of certain candidates, perpetuating inequalities and undermining efforts to create a fair recruitment process.
>
> To address this, HR teams should consider implementing a "mixture of experts" system - also known as an "ensemble model" or "mixture of models". This approach combines multiple AI-driven decision-making frameworks, each with distinct strengths, to counteract individual model limitations and deliver more balanced outcomes. By diversifying the perspectives within the system, biases embedded in training data, collection methods, or algorithms themselves can be mitigated, ensuring no single model disproportionately influences hiring decisions. The result is a more equitable evaluation process and inclusive hiring practices.
>
> By proactively addressing data bias and embedding safeguards into their systems, organisations can ensure AI-powered recruitment processes are not only efficient but also fair and transparent. Armed with these strategies, HR professionals can leverage AI to enhance decision-making, streamline operations, and reimagine recruitment as a model of innovation and equity.

Steve Elcock

CEO and Founder, elementsuite | Pioneering AI-in-HR Technology | Cambridge University | Neuroscientist

element**suite** CEO and Cambridge University neuroscientist, Steve Elcock, is a visionary technology entrepreneur and AI expert with over 25 years' experience in industry-leading HR tech.

With a unique combination of a background in neuroscience and technology alongside a passion for AI, Steve's vision to universalise enterprise HR processes is perfectly embodied by element**suite**'s all-in-one cutting-edge HR solution, which has the powerfully adaptable foundation to continually evolve and embrace the latest technological advancements in AI.

Steve's ability to integrate academic research with practical AI application in HR has reshaped HR and Workforce Management across the industry, as ELLA paves the way for the future of HR technology.

Types of AI: A quick overview

AI offers a multitude of functionalities that can be used within recruitment. Here are the 4 types and what they do:

Content generation:

Generate content from scratch, proof-read your work, and get new ideas. Everything from drafting job adverts to translating letters and beyond!

Company info retrieval:

Securely retrieve real-time company information. Use your AI tool to find the most up-to-date info, from company policies to announcements.

24/7 assistant:

Access HR support anytime, anywhere. Your 24/7 HR assistant that is always by your side, acts as the first port of call for questions about scheduling, policy guidance, and more, whether you're an employee, manager, or HR admin—delivering instant responses to help streamline your day-to-day needs.

Workflow agents:

Automate routine tasks with multi-step agents. Reduce administrative burdens with entire processes handled such as interview scheduling, email sending, and more

We've made you is a list of AI prompts recruiters can use throughout the hiring processes. Let's start from the very beginning…

1 Candidate screening and information management

The first step in any recruitment process is to gather and evaluate information about candidates. This often involves sifting through numerous CVs, cover letters, and application forms to identify those who meet the basic requirements. We all know, this is a time-consuming and laborious task. However, AI can simplify this by automatically scanning applications, highlighting key skills and qualifications, and even compiling comprehensive candidate profiles.

Using AI for candidate screening ensures that you don't miss out on qualified candidates due to oversight or human error. It also allows for more consistent and unbiased evaluation, as AI can be programmed to focus solely on the skills and experiences that matter. The following prompts can help you leverage AI to efficiently manage candidate information and streamline your initial screening process.

> Identify and highlight candidates with experience in both bartending and management from the current applicant pool.

> Fetch and compile a report of candidates who have applied for the Retail Manager position including their resumes and contact information.

> Show me the top five candidates with experience in hospitality who are also available for immediate start.

> Find candidates who have experience in Front of House.

> Generate a list of applicants who have listed bilingual skills, specifying the languages they speak.

> Identify candidates with certifications in data analysis or data science from the current applicant pool.

> **Provide a summary of applicants who have previously held a position as Floor Manager, including their key achievements.**

> **Show me the list of candidates who have applied for the Receptionist position.**

> **Fetch and categorise candidates based on their last job title, grouping them under relevant industry sectors.**

> **Identify applicants who have experience leading a team of 10 or more people and have worked in retail.**

> **Compile a detailed profile for candidates applying for the Sales Manager position, including a summary of their sales achievements.**

> **Extract candidates who have specified experience in customer service.**

> **List applicants who have completed a postgraduate degree in the last two years and are applying for data analyst roles.**

Chat with ELLA
Online

Show me the top five candidates with experience in hospitality who are also available for immediate start.

You 2 seconds ago

The top five candidates with experience in hospitality who are also available for immediate start include:

Sian Kerrigan

Timmy Johnson

Theo Phan

Phil Kadinsky

Leo Ku

ELLA 1 second ago

Type message

2 Candidate ranking and assessment

Once you have a pool of applicants, the next step is to assess and rank them to determine who will move forward in the recruitment process. AI excels in this area by analysing data from applications, assessments, and interviews to produce rankings based on pre-set criteria, such as experience, skills, and even soft skills inferred from assessments. This helps in quickly identifying top candidates, ensuring a smoother and faster selection process.

Implementing AI in candidate ranking not only speeds up decision-making but also reduces bias, as the AI evaluates candidates based on objective data. The following prompts can be used to help you prioritise the strongest applicants, making it easier to move forward with the best talent.

66 Rank candidates for the Barista role based on their customer service experience and barista training certification. 99

66 Evaluate and list the top 10 applicants for the Retail Store Supervisor position, considering their leadership experience and sales performance. 99

66 Identify and rank candidates for the Line Cook role based on their culinary skills assessment and prior experience in fast-paced kitchens. 99

66 Generate a list of the top 5 candidates for the Warehouse Operative position, focusing on their experience in inventory management and forklift operation. 99

66 Rank candidates for the Shop Floor Assistant role by combining customer feedback scores from past employers and communication skills assessments. 99

Assess and provide a ranking of applicants for the Restaurant Host position, considering both their hospitality experience and language proficiency.

List the top 5 candidates for the Production Line Supervisor role based on their experience in quality control and team management.

Evaluate applicants for the Sales Associate position in a retail setting, ranking them based on their sales conversion rates and customer service skills.

Identify and rank the best candidates for the Pastry Chef role, taking into account their experience in creating speciality desserts and presentation skills.

Generate a ranking of applicants for the Machine Operator position, based on their certifications in equipment handling and safety protocols.

Prioritise candidates for the Hotel Receptionist role by assessing their multi-tasking abilities and experience with booking systems.

Evaluate and rank applicants for the Store Manager position by combining their leadership assessment scores with sales figures from their previous roles.

Rank the top 5 candidates for the Cleaning Supervisor role, based on their experience in maintaining health and safety standards in a manufacturing setting.

Identify candidates for the Head Waiter position, ranking them by their customer interaction skills and ability to manage service during peak hours.

3 Application tracking and status updates

Efficiently managing candidate progress through the recruitment pipeline is crucial for a smooth and effective hiring process. AI can help automate the monitoring of application statuses, sending out updates to candidates and internal teams, and ensuring that no one falls through the cracks. This not only saves time but also enhances the candidate experience by keeping applicants informed about where they stand.

With AI managing the tracking of applications, HR professionals can focus more on engaging with candidates rather than getting bogged down with administrative tasks. The following prompts will help you leverage AI to streamline application tracking and ensure a seamless recruitment process.

> **Update the status to 'Offer Extended' for the top-ranked candidates for the Sales Assistant position and alert the HR team.**

> **Update all candidates for the Head Chef role to 'Interview Scheduled' and send confirmation emails.**

> **Set the status of applicants for the Store Manager position to 'Awaiting Review' and notify the hiring manager.**

> **Show the number of candidates currently listed as 'Pending Interview' for the Barista role.**

Identify candidates who are marked as 'Hired' for the Machine Operator role and archive their applications.

List all candidates whose applications for the Waitstaff role are currently marked as 'On Hold' and provide their contact details.

Flag and notify the recruitment team of any applicants for the Production Line Worker position who have withdrawn their applications.

Identify the candidates marked as 'Rejected' for the Kitchen Assistant role, and send them a follow-up email thanking them for applying.

Check the current status of all applicants for the Hotel Receptionist role and summarise how many are at each recruitment stage.

Update the application status for all shortlisted candidates for the Warehouse Picker position to 'Background Check in Progress.'

Provide a summary of candidates marked as 'Hired' for the Retail Sales Associate role over the past three months.

Count the number of candidates who have completed their onboarding process for the Cleaning Staff position.

Update the application status for seasonal workers in the Packaging department to 'Contract Completed' and notify payroll.

Identify candidates for the Bartender position who are still marked as 'Pending Decision' and remind the recruitment team to review.

4 Job posting management and optimisation

Creating and managing job postings is a foundational aspect of recruitment, but it can often be repetitive and time-intensive. AI can take the burden off HR teams by automating job postings across multiple platforms, ensuring that each listing is optimised for maximum visibility and engagement. Additionally, AI can audit existing job postings, suggesting updates to improve clarity, reach, and effectiveness.

By automating job posting management, you can ensure your openings reach the right audience without the constant manual effort. The following prompts are designed to help you use AI to keep job postings updated and optimise them for better candidate engagement.

Post new job openings for the Retail Manager position on all relevant job boards.

Audit and update job postings that have been open for more than 60 days, suggesting any necessary changes.

Show all open job postings that were created in the last 30 days.

List the job postings that have been open for more than 60 days.

Create a new job advertisement for a Head Chef position, ensuring it highlights required culinary certifications and management experience.

Update the job posting for the Assistant Store Manager role to include flexible working hours and add it to local job boards.

List all active job postings for part-time positions in the restaurant sector and check their application deadlines.

Revise the job listing for the Production Supervisor role to emphasise experience with automated machinery and safety protocols.

Promote the open Bartender position across social media platforms, focusing on peak holiday season hiring.

Audit the job postings for warehouse roles to ensure they clearly outline the physical requirements and shift patterns.

Schedule the posting of a new vacancy for a Housekeeping Supervisor, including key responsibilities and accommodation benefits.

Show me the current list of job openings for seasonal retail staff and the number of applications received for each.

Optimise the job advertisement for a Receptionist by adding specific skills like menu planning and team leadership.

Post a job listing for a Sales Assistant role with emphasis on customer service skills and product knowledge, targeting local community boards.

Check which job postings for hospitality roles are nearing their expiration date and recommend updates or re-advertising.

> **Generate a new job listing template for manufacturing operatives, including details on shift availability and safety training.**

> **Advertise the open Waitstaff positions at local job fairs and suggest additional platforms to reach younger applicants.**

> **Review and enhance job postings for the Retail Floor Staff role to improve keyword optimisation and search visibility.**

Chat with ELLA
Online

Promote the open Bartender position across social media platforms, focusing on peak holiday season hiring.

You 2 seconds ago

Sure, what do you think of this caption below?

We're looking for enthusiastic and skilled Bartenders as the holiday season approaches.

Why Join Us? ✨ Be part of a dynamic team ✨ Create memorable experiences for our guests ✨ Enjoy flexible scheduling with peak holiday shifts available [...]

ELLA 1 second ago

Type message

5 Analytics and reporting for recruitment trends

One of the most valuable aspects of integrating AI into recruitment is its ability to process and analyse data. AI can provide insights into application trends, candidate demographics, and the effectiveness of different recruitment channels. These insights can help you refine your hiring strategy, target the right talent pools, and optimise recruitment marketing efforts.

With data-driven insights, you can make more informed decisions about where to allocate resources and how to approach each phase of recruitment. Use the following prompts to tap into AI's analytic capabilities and gain a deeper understanding of your recruitment trends.

66 Analyse and summarise the number of applications received per month for the past year, highlighting any significant trends. 99

66 Provide a weekly breakdown of applications received for the last three months and forecast application volume for the next quarter. 99

66 Which platforms are yielding the most applications for the Sales Executive role? 99

66 Provide a breakdown of the number of applications received from different recruitment sources. 99

66 Compare the volume of applications for Chef roles across different cities over the past six months. 99

Analyse the conversion rate from job posting views to applications for the Retail Assistant position on various job boards.

Identify seasonal trends in applications for Waitstaff positions and suggest the best periods to advertise.

Provide a detailed report on application rates for Warehouse Operative roles, highlighting any spikes or drops in specific regions.

Track and compare the number of applications received for full-time vs. part-time roles in the restaurant sector over the last year.

Summarise the average time to fill positions for various roles in the hospitality industry and identify any recurring delays.

Evaluate the effectiveness of social media campaigns in attracting candidates for the Store Manager position.

Analyse the demographic breakdown of applicants for the Production Line Worker role and identify which age groups are applying most frequently.

Provide insights into the application patterns for seasonal retail roles during peak holiday periods, suggesting adjustments for future campaigns.

Identify the top three recruitment sources for Barista roles and rank them based on candidate quality and retention rates.

Review application data for the Manufacturing Engineer position and forecast the expected number of candidates over the next six months.

> Compare the performance of different job boards for advertising hospitality roles, indicating which ones bring in the most qualified applicants.

> Analyse trends in the number of re-applicants for the Customer Service role in retail, and suggest ways to improve initial candidate engagement.
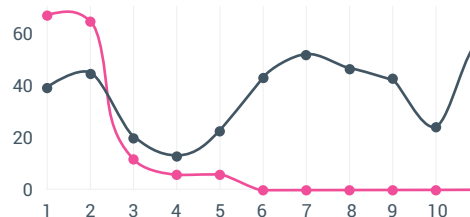
> Evaluate the effectiveness of recruitment sources for entry-level roles in manufacturing and recommend cost-effective platforms for future postings.

Applications Per Hire (Current)

15

Applications Per Hire

Chat with ELLA
Online

Which platforms are yielding the most applications for the Sales Executive role?

You 2 seconds ago

The platforms yielding the most applications for the Sales Executive role include:

- LinkedIn
- Indeed
- Glassdoor [...]

ELLA 1 second ago

Type message

Time-to-hire and recruitment efficiency

Reducing the time-to-hire is one of the main goals of any recruitment team, as prolonged hiring processes can lead to the loss of top talent. AI can help identify bottlenecks in the recruitment pipeline and suggest ways to streamline the process, enabling you to move candidates through faster without compromising on quality.

By leveraging AI to monitor and optimise each stage of recruitment, you can ensure a more efficient process, saving time and reducing costs. The following prompts are designed to help you improve your recruitment efficiency by understanding where delays occur and how to address them.

66 **Calculate the average time-to-hire for the Assistant Chef position and identify stages where delays occur.** 99
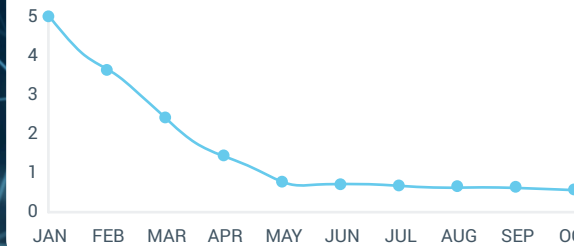
24/7

66 **Provide insights on how long it takes on average to move a candidate from initial application to the first interview.** 99

24/7

66 **What is the average time-to-hire for the Product Manager position?** 99

24/7

Time-To-Hire

5
4
3
2
1
0

JAN FEB MAR APR MAY JUN JUL AUG SEP OC

How long on average does it take to move a candidate from the initial application to the first interview?

Analyse the average time taken to fill vacancies for Bartender roles across different locations and suggest ways to reduce delays.

Identify the recruitment stages that are causing the most delays in hiring for Warehouse Operative positions.

Compare the time-to-hire for seasonal retail staff during peak and off-peak periods, and recommend strategies for improvement.

Provide a breakdown of the hiring timeline for Chef roles, highlighting any bottlenecks in the interview scheduling process.

Calculate the average time from job posting to offer acceptance for Restaurant Manager positions over the past six months.

Track the time taken to screen and shortlist candidates for entry-level manufacturing jobs and suggest areas for speeding up the process.

Evaluate how long it takes on average to complete background checks for retail staff and propose methods to accelerate this step.

Compare the time-to-hire for front-of-house roles in different branches and recommend adjustments to streamline the process.

Identify which steps in the recruitment process for Production Line Workers take the longest and provide efficiency improvements.

Assess the duration of each recruitment stage for Kitchen Staff positions and pinpoint where automation could reduce time-to-hire.

24/7

Calculate how long it takes to move candidates from final interview to job offer acceptance for the Assistant Store Manager role.

24/7

Determine the average time spent waiting for hiring manager feedback after interviews for Chef positions and suggest faster communication protocols.

24/7

Analyse how the time-to-hire for full-time retail associates differs from part-time positions, and recommend specific adjustments.

24/7

Provide insights into how long it takes to complete the onboarding process for new manufacturing hires and identify potential areas for quicker integration.

24/7

7 Diversity, Equity, and Inclusion (DEI) Metrics

Diversity, equity, and inclusion are essential pillars of a modern recruitment strategy. AI can be a powerful tool for monitoring and improving DEI metrics, from analysing the diversity of candidate pools to identifying potential biases in the recruitment process. With the right data, HR teams can make informed decisions on how to foster a more inclusive and equitable hiring process.

The following prompts will help you utilise AI to track and improve DEI within your recruitment efforts, ensuring that your process is fair, unbiased, and supportive of a diverse workplace.

Compile diversity metrics for the current candidate pool, including gender, ethnicity, and age.

Generate a report on the gender breakdown of candidates who applied for the Software Developer position.

Provide diversity metrics for the current candidate pool.

Show the gender breakdown of candidates who applied for the Waiter position.

"Analyse the ethnic diversity of candidates who applied for the Warehouse Operative role over the past six months."

"Track the gender ratio of candidates progressing from initial application to interview stage for the Kitchen Assistant role."

"Generate a report comparing the diversity metrics of candidates applying for supervisory roles versus entry-level roles in manufacturing."

"Assess the proportion of female candidates who applied for traditionally male-dominated roles in the manufacturing sector."

"Provide insights on the gender distribution of successful hires for hospitality roles, focusing on senior versus junior positions."

"Provide a breakdown of applicants with disabilities for retail positions, and suggest strategies to increase accessibility."

"Identify trends in the age diversity of applicants for front-of-house positions across different restaurant branches."

"Evaluate the representation of different ethnic groups in the current applicant pool for Store Manager positions."

"Track changes in diversity metrics over time for the Barista position, and highlight any improvements or declines."

"Compare the age diversity of candidates applying for seasonal retail roles during peak shopping periods with off-season hiring."

> Generate a summary of language diversity among applicants for Customer Service roles in the retail sector.

24/7

> Analyse the educational background diversity of candidates for Chef positions, focusing on vocational versus formal culinary training.

24/7

> Track changes in diversity metrics over time for the Barista position, and highlight any improvements or declines.

24/7

> Track the progress of candidates from underrepresented groups through each stage of the recruitment process for manufacturing jobs.

24/7

> Provide recommendations on how to improve diversity in the hiring pipeline for Warehouse Supervisors based on current candidate data.

24/7

> Find relevant information from our policy documents on how each candidate's background aligns with our goals for diversity.

As HR professionals continue to embrace AI, it's clear that the future of recruitment is intertwined with technology. AI has the potential to revolutionise how we approach hiring, making operations more efficient and enabling a faster, more personalised recruitment process. By leveraging these prompts, you can save time, reduce bias, and ensure that you attract and hire the most qualified candidates. As AI continues to evolve, using it thoughtfully and strategically will empower you to stay competitive in a fast-paced talent market, building a workforce that meets your organisation's needs both today and in the future.

Book a demo of ELLA today to see AI for HR live in action.

Want to know more about ELLA, the industry-leading AI for HR tool? Check out the brochure here!

ELLA

elementsuite Large Language Assistant

Start your AI for HR journey here