

Quick Reference Guide: AI for HR Professionals

Comprehensive AI Training for HR Professionals

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Empowering HR teams to use AI responsibly and effectively.

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1 Introduction

This Quick Reference Guide is a companion to the Comprehensive AI Training for HR Professionals. It provides practical tools, including best practices, prompt engineering examples, and compliance checklists, to help HR professionals integrate AI into their workflows responsibly and efficiently. Use this guide as a go-to resource for implementing AI in daily HR tasks while ensuring accuracy, compliance, and ethical standards.

2 Best Practices for AI in HR

2.1 Effective AI Integration

- **Always Include Human Oversight:** Review all AI outputs, especially for sensitive tasks like performance evaluations or hiring decisions, to ensure accuracy and appropriateness.
- **Anonymize Sensitive Data:** Remove personally identifiable information (PII) before inputting data into AI tools to protect employee privacy.
- **Customize Outputs:** Tailor AI-generated content to align with your organization's tone, culture, and policies.
- **Iterate and Refine:** Use initial AI outputs as a starting point and refine them through multiple iterations to improve quality.

2.2 Prompt Engineering Tips

- **Be Specific:** Clearly state the desired outcome, format, and context. Example: Instead of "Write a policy," use "Draft a concise employee vacation policy effective January 2026."
- **Use Actionable Verbs:** Start prompts with verbs like "Draft," "Summarize," or "Analyze" to guide AI effectively.
- **Define Tone and Style:** Specify the tone (e.g., professional, empathetic) to match organizational standards.
- **Provide Context:** Include relevant details to ensure accurate outputs. Example: "Summarize Q3 recruitment data for the Sales department."

2.3 Data Security Guidelines

- **Avoid Sensitive Inputs:** Do not input confidential data, such as Social Security numbers or medical records, into AI tools.
- **Use Secure Platforms:** Ensure AI tools comply with organizational data security policies and industry standards (e.g., GDPR, CCPA).
- **Audit Data Usage:** Regularly review how AI tools process and store data to prevent breaches.

3 Prompt Engineering Examples

3.1 Excel-Related Prompts

- **Formula Generation:** *Prompt:* “Generate an Excel formula to calculate the average time-to-hire for candidates in cells B2:B50.” *Output:* `=AVERAGE(B2:B50)`
- **Data Summarization:** *Prompt:* “Summarize the employee engagement survey results in Sheet1 and highlight departments with satisfaction below 70% in bullet points.” *Output:* “Departments with satisfaction below 70%: Operations (65%), Customer Service (68%).”
- **Automation:** *Prompt:* “Create an Excel macro to highlight cells in column C red if values exceed 10 days.” *Output:* A VBA script to automate cell formatting.

3.2 Communication Drafting Prompts

- **Job Description:** *Prompt:* “Draft a job description for a Senior HR Manager focusing on employee relations and compliance, in a professional tone.” *Output:* A structured job description with responsibilities and qualifications.
- **Employee Email:** *Prompt:* “Write a friendly yet professional email reminding employees to submit their timesheets by 5 PM Friday, January 10, 2026.” *Output:* A clear, engaging email with a call to action.

3.3 Data Analysis Prompts

- **Performance Insights:** *Prompt:* “Analyze Q4 performance review data and list employees eligible for bonuses based on scores above 90% in cells D2:D100.” *Output:* A list of eligible employees.
- **Anomaly Detection:** *Prompt:* “Identify anomalies in attendance data for December 2025 and flag departments with absenteeism above 5%.” *Output:* “Anomalies: Sales (7.2%), Marketing (6.1%).”

4 Compliance Checklists

4.1 AI Output Verification Checklist

Accuracy: Cross-check AI-generated data against internal records or trusted sources.

Relevance: Ensure outputs align with the specific task or prompt.

Tone and Style: Verify that the tone matches organizational standards.

Bias Check: Review for potential biases in language or recommendations.

Completeness: Confirm all requested information is included.

4.2 Data Privacy Checklist

Anonymization: Confirm no PII (e.g., names, SSNs) is included in AI inputs.

Secure Tools: Verify AI tools comply with data protection regulations.

Access Control: Restrict AI tool access to authorized personnel.

Audit Trail: Maintain records of data processed by AI for compliance audits.

4.3 Legal and Policy Compliance Checklist

Legal Alignment: Ensure AI outputs comply with labor laws (e.g., FLSA, ADA).

Company Policy: Verify alignment with internal HR policies.

Ethical Standards: Confirm outputs uphold fairness and inclusivity.

Documentation: Record any AI-generated content used in official documents.

5 Error Correction Guidelines

- **Identify Errors Promptly:** Review AI outputs immediately to catch inaccuracies or biases.
- **Document Errors:** Log errors with details (e.g., type, impact) for future reference.
- **Correct Swiftly:** Revise incorrect outputs using human judgment and trusted sources.
- **Refine Prompts:** Adjust prompts to prevent similar errors in future outputs.
- **Example:** If AI miscalculates turnover rate, verify data inputs, correct the formula, and refine the prompt to specify data range.

6 Quick Tips for Ongoing Learning

- **Stay Updated:** Follow AI and HR blogs for the latest tools and trends.
- **Experiment Regularly:** Test new prompts and AI features to improve efficiency.
- **Collaborate:** Share successful prompts and AI use cases with colleagues.
- **Attend Workshops:** Participate in AI and HR webinars for continuous skill development.