

10 Incredible AI Workflows for HR Professionals

AI technology can revolutionize your HR department by automating time-consuming tasks, allowing you to dedicate your attention to more complex matters. With AI, you can enhance internal processes, improve efficiency, and elevate employee experiences.

At Kindo, we provide concrete examples and step-by-step instructions to help you implement AI tools effectively.

Here are # tangible takeaways that you can start using today.

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1 Employee Relations Investigation Workflow - Claude

Created by: [Kari Naimon](#) • Founder • AixHR • 

[Human Resources](#)

[Coaching and HR](#)

About this workflow

Speed up Employee Relations Investigations using secure AI. This workflow vastly reduces the time required to complete Company Policy violations.

[Watch the how-to video](#)

[Access demo data](#)

[Run the workflow](#)

Type to chat, find, or create anything...

Coaching and HR

Employee Relations Investigation Workflow - Claude

Before we can get started, please provide the resources listed below:

- 1 Copy and paste or upload the transcript from the interview with the potential victim [+ Text](#) [+ File](#)
- 2 Copy and paste or upload the written statement from witness 2 [+ Text](#) [+ File](#)
- 3 Copy and paste or upload the transcript from an interview with the potential offender [+ Text](#) [+ File](#)
- 4 Copy and paste or upload a copy of the company policy that relates to this situation [+ Text](#) [+ File](#)
- 5 Copy and paste or upload the written statement from witness 1 [+ Text](#) [+ File](#)
- 6 Copy and paste or upload the written statement from the primary person of interest [+ Text](#) [+ File](#)
- 7 Copy and paste or upload the written statement from the person lodging the complaint [+ Text](#) [+ File](#)
- 8 Copy and paste or upload the written statement from the potential victim [+ Text](#) [+ File](#)

[Run workflow](#)

+ Ask a follow up question

Workflow

1 Claude 100k

2 Bias Assessment and Rewording of Job Descriptions

Created by: [Kari Naimon](#) • Founder • AixHR

[Human Resources](#)

[Coaching and HR](#)

About this workflow

This workflow analyzes job descriptions to identify unconscious biases and provide recommendations for improvement, ensuring inclusivity and diversity.

[Watch the how-to video](#)

[Access demo data](#)

[Run the workflow](#)

Type to chat, find, or create anything...

Coaching and HR

Bias Assessment and Rewording of Job Descriptions

Before we can get started, please provide the resources listed below:

- 1 Upload or copy and paste the job description here [+ Text](#) [+ File](#)

[Run workflow](#)

+ Ask a follow up question

Workflow

1 GPT-4

2 Claude 100k

③ 90-Day Onboarding Plan

Human Resources

Coaching and HR

Created by: [Kari Naimon](#) • Founder • AixHR

About this workflow

Quickly develop a 90 day onboarding plan for new hires of any role with just the job description. Seamlessly integrate them into their responsibilities and get them up to speed at your company.

[Watch the how-to video](#)

[Access demo data](#)

[Run the workflow](#)

Type to chat, find, or create anything...

Coaching and HR 90-Day Onboarding Plan 15 days ago

Before we can get started, please provide the resources listed below:

1 Upload or copy and paste the job description for which you need the onboarding plan. [+ Text](#) [+ File](#)

[Run workflow](#)

+ Ask a follow up question >

Workflow

1 Claude 100k

10

④ Crucial Conversations Framework for Employee Discussions

Human Resources

Coaching and HR

Created by: [Kari Naimon](#) • Founder • AixHR

About this workflow

This provides an example of Just In Time employee training. It gets an employee ready to have a Crucial Conversations discussion about a problem in minutes, assisting them right when they need it.

[Watch the how-to video](#)

[Access demo data](#)

[Run the workflow](#)

Type to chat, find, or create anything...

Coaching and HR Crucial Conversations Framework for Employee Discussions 3 days ago

Before we can get started, please provide the resources listed below:

1 In what language would you like for me to respond? (English, French, Mandarin, etc.) [+ Text](#) [+ File](#)

2 What is the high stakes conversation you're about to have? [+ Text](#) [+ File](#)

[Run workflow](#)

+ Ask a follow up question >

Workflow

1 GPT-3
2 GPT-3
3 GPT-4
4 GPT-4
5 GPT-4

10

5 Resume and Job Posting Comparison and Feedback

Created by: [Kari Naimon](#) • Founder • AixHR

[Human Resources](#)

[Coaching and HR](#)

About this workflow

Want to improve your resume to better match a job description? This workflow quickly analyzes resume-job alignment, provides feedback, and generates a tailored cover letter in seconds.

[Watch the how-to video](#)

[Access demo data](#)

[Run the workflow](#)

Workflow

- 1 Claude 100k
- 2 Claude 100k

6 Open Ended Survey Question Theme Identification (on hold)

Created by: [Kari Naimon](#) • Founder • AixHR

[Human Resources](#)

[General](#)

About this workflow

Blah blah blah

[Watch the how-to video](#)

[Access demo data](#)

[Run the workflow](#)

Workflow

- 1 Claude 100k

7 SMART Goal Development

Human Resources

Content Creation

Created by: Greg Niekerk • VP of Marketing • AixHR

About this workflow

The Just In Time workflow assists employees to write effective goals using the SMART framework. Generate tailored sample goals with minimal inputs, and improve goal clarity while saving time.

[Watch the how-to video](#)

[Access demo data](#)

[Run the workflow](#)

Type to chat, find, or create anything...

Coaching and HR SMART Goal Development 29 days ago

Before we can get started, please provide the resources listed below:

- 1 Describe your goal in general terms. [+ Text](#) [+ File](#)
- 2 By when do you plan to accomplish this goal? [+ Text](#) [+ File](#)
- 3 What is your role in the company? [+ Text](#) [+ File](#)
- 4 What is the measurement you will use to know if the goal has been completed? [+ Text](#) [+ File](#)

[Run workflow](#)

[Ask a follow up question](#)

Workflow

1 Claude 100k

8 Create Complete HR Workshop

Human Resources

Coaching and HR

Created by: Scott Hay • Founder • AI Learning Experts

About this workflow

Save time when planning your next employee training workshop. Generate a full foundation of discussion topics, training flow, and expert advice on agenda items and timing.

[Watch the how-to video](#)

[Access demo data](#)

[Run the workflow](#)

Type to chat, find, or create anything...

Coaching and HR Create Complete HR Workshop 2 days ago

Before we can get started, please provide the resources listed below:

- 1 Who is the target audience (e.g. Managers with 4-8 direct reports)? [+ Text](#) [+ File](#)
- 2 What is the workshop theme (e.g. Effective Communication in Remote Teams)? [+ Text](#) [+ File](#)
- 3 What is the course objective (e.g. Managers will implement three new communication strategies tailored for remote teams)? [+ Text](#) [+ File](#)

[Run workflow](#)

[Ask a follow up question](#)

Workflow

1 Claude 100k

2 Claude 100k

3 Claude 100k

9 LinkedIn Recommendation Generator

Human Resources

Coaching and HR

Created by: [Greg Niekerk](#) • VP of Marketing • AixHR

About this workflow

Craft a personalized LinkedIn recommendation in minutes. This workflow swiftly generates a personalized, professional recommendation to highlight someone's talents and achievements.

[Watch the how-to video](#)

[Access demo data](#)

[Run the workflow](#)

Content Creation

LinkedIn Recommendation Generator

Before we can get started, please provide the resources listed below:

- 1 How many words should this recommendation be? (Between 100 - 200 words is recommended.) [+ Text](#) [+ File](#)
- 2 Pronoun for individual (or their first name). (ie: He, She, They, John) [+ Text](#) [+ File](#)
- 3 What is the name of the person you are recommending? [+ Text](#) [+ File](#)
- 4 What is something unique or special about this person? [+ Text](#) [+ File](#)
- 5 What was the result of the project? [+ Text](#) [+ File](#)
- 6 Length of time you both worked together for the purposes of this recommendation? (ie: 5 years or 9 months) [+ Text](#) [+ File](#)
- 7 What is something this person does/did to support you and/or others in the work environment? [+ Text](#) [+ File](#)
- 8 Describe a project you both worked on together. [+ Text](#) [+ File](#)
- 9 Organization you both worked for during your observation for this recommendation. [+ Text](#) [+ File](#)
- 10 What was their role on the project team? [+ Text](#) [+ File](#)

[Run workflow](#)

Workflow

1 GPT-3

10 HR Professional Article Summarizer

Human Resources

Coaching and HR

Created by: [Kari Naimon](#) • Founder • AixHR

About this workflow

Accurately summarize long articles, docs, or PDFs in snap. With the ability to highlight key points, staying on top of industry trends and developments just got a lot easier.

[Watch the how-to video](#)

[Access demo data](#)

[Run the workflow](#)

Type to chat, find, or create anything...

Coaching and HR

HR Professional Article Summarizer

Before we can get started, please provide the resources listed below:

- 1 what article would you like me to summarize? [+ Text](#) [+ File](#)

[Run workflow](#)

+ Ask a follow up question

Workflow

1 Claude 100k

2 GPT-3

8 Tips & Tricks to Get Better Results From Your AI Prompts and Workflows

1 Ask the AI model to role-play a persona:

Using this in your Workflow will force the model to output a better description of complex topics by creating responses that reflect the persona's knowledge and experience.

Structure it as a prefix, used prior to your output request. (i.e. ***Imagine you are a copywriter with 20 years of experience. Please write a 500 word blog post about macro economics.***)

- Clearly define the persona with details like name, occupation, background, personality, skill set, etc (i.e. Imagine you are Dr Jones, a renowned astrophysicist with expertise in black holes and interstellar travel).
- Set the context in which the role-play will take place. This will help the AI model understand how the persona would respond (i.e. Imagine you are giving a lecture to college students on colonizing distant planets).
- Ask questions that encourage the AI model to respond as the character (i.e. As Dr. Jones, explain the challenges humans might face when colonizing distant planets and how we can overcome them.)
- Maintain the persona throughout the conversation, by continuing to address the AI model as that person (i.e. Dr Jones, what technological advancements will be necessary for humans to successfully establish colonies on other planets?).

Category	Persona	Prompt Persona
Retrieving	Database Assistant	Prompt: Imagine you are an assistant to a Fortune 500 company professional. Your job responsibilities include finding the right answer by identifying relevant sources.
Writing	Editor	Prompt: Imagine you are an assistant editor supporting professionals at a Fortune 500 company. They have hired your expensive services to help their writing adapt to different audiences. Your manner is professional, supportive, and helpful.
Analysis	Research Analyst	Prompt #2: Imagine you are an assistant editor supporting professionals at a Fortune 500 company. They have hired your expensive services to help their writing adapt to different audiences. Your manner is professional, supportive, and helpful. – or –Prompt #3: Imagine you are a highly-experienced Research Assistant. You possess decades of experience of reading long text, analyzing different data sources, and summarizing key points in the text. Using the following context, chat history, to answer the users question, if the users input is not a question, just respond as best you can.
Translation	Translator	Prompt #1: Imagine you are a skilled, PhD-educated language translator for businesses. You can translate many languages at an expert level of translation. Your job is to translate from one language into another. You must be factual and translate output to a 9th grade high school reading level. You must tell me the language in which the text you were provided is written. – or –Prompt #2: Imagine you are a top college professor in humanities and linguistics and speak many languages at a native fluent level.
Coaching	Leadership Coach	Prompt: Imagine you are an executive coach supporting managers of all performance levels at a Fortune 500 company. They have hired your expensive services as their management leadership courses.
Teaching	HR Professional	Prompt: Imagine you are an HR professional at a Fortune 500 company. You are known for being helpful and explaining difficult concepts in easy to understand ways to your colleagues. Your job is to help find the relevant document or context and explain it to employees. You are also known for being kind, helpful, and concise.
Managing	Project Manager	Prompt: Imagine you are a project manager for an elite institution, known for delivery, effective communication, and ability to coordinate stakeholders.
Consulting	Consultant	Prompt: Imagine you are a Partner at McKinsey, one of the top tier consulting agencies in the world. You are poised, clear, and professional. You are paid millions of dollars to provide advice to companies on how to improve their interpersonal skills.

2 Describe the persona's manner

Including this after defining the persona will help you get a specific tone or personality in your output. (i.e. Your manner is professional, supportive, and helpful. You are also known for being kind, helpful, and concise.)

3 Use questioning words:

The words who(m), what, when, where, and why guide the AI model in a certain direction and will elicit more specific, detailed, and useful responses.

1. Use "Who(m)" for questions about people or groups. "What" for objects, concepts, or events. "When" for time or chronology. "Where" for locations or places. "Why" for reasons, motivations, or causes.
2. Try combining them for longer content and additional specifics. For example, "When, where, and by whom was the Declaration of Independence signed?"
3. Use open-ended questions, which encourages the AI model to provide more detailed, thoughtful answers, rather than simple yes/no answers.

4 Ask for output at a specific reading level

Request a step-by-step response: This tells the AI model that you're looking for a sequential, ordered list of steps. Again, these can be included as follow-up questions. But if you know what output you're looking for when you start, use them in a single prompt.

1. Begin your prompt by explicitly asking for a step-by-step response or a list of steps. (i.e. Please provide a step-by-step guide on how to change a flat tire for a 2020 Ford Fusion).
2. Use numbers or bullets to emphasize the requested format of your response. (i.e. List the steps to change a flat tire using numbers).
3. Include any specific requirements for the response. (i.e. Please mention any necessary tools and safety precautions to take while changing a flat tire).

5 Request a step-by-step response

This tells the AI model that you're looking for a sequential, ordered list of steps. Again, these can be included as follow-up questions. But if you know what output you're looking for when you start, use them in a single prompt.

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2. Use numbers or bullets to emphasize the requested format of your response. (i.e. List the steps to change a flat tire using numbers).
3. Include any specific requirements for the response. (i.e. Please mention any necessary tools and safety precautions to take while changing a flat tire).

6 Avoid jargon and acronyms:

This is another way to improve clarity, accessibility, and engagement. However, if your audience is familiar with them, or if their usage is necessary, add explanations or definitions.

7 Use exclusions

If there are certain terms you don't want included in the Workflow's output, use "--no [excluded words or phrases]" and add your exclusions. The 2 hyphens and "no" tell the AI model you don't want the words or phrases that follow in the output.

8 Most importantly, iterate

If your Workflow's output isn't exactly what you wanted on the 1st attempt, clarify what you're looking for. Use as much detail in your prompt as possible (it's virtually impossible to provide too much), with straightforward language – like you would with a new employee. Try new things. Test, tweak, redeploy.