



# AI Literacy Bootcamp

## Consumer (Built-in Agents) in HR Workflows

### Prompts and Scenarios

30 Jan 2026 | 10:00 AM | Mumbai

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**Lets start simple...AI in personal life**

# Creating instant, personalized storybooks



## Scenario:

- You are a parent wanting to bond with your child through a unique story.
- You try hard to hunt for new stories but are too tired to remember anything interesting.

**Tool: Gemini Storybook**

# Prompt



Using uploaded photos from a family trip to the mountains (e.g., hiking, campfire scenes), create a 10-page illustrated storybook for a 6-year-old.

Title it 'The Mountain Adventure.' Include a plot about discovering a hidden cave, custom art in a watercolor style, and a read-aloud narration with an adventurous tone.

End with a moral about teamwork.

# Creating resumes creatively



**Tool: Google NotebookLM**

# Viren Rasquinha: The Journey of a Champion

## On the Field: A Champion's Journey (1999-2008)



**Captain of the Indian Hockey Team**

Represented India in 180 international matches and competed in the 2004 Athens Olympics.



**Multiple International Gold Medals**

Key victories include the Junior World Cup (2001) and the Asia Cup (2003).



**Honored with the Arjuna Award**

Received one of India's highest sporting honors in 2005 for his contributions to hockey.

## Off the Field: Building Future Champions (2008-Present)



**Pivoted with an MBA from the Indian School of Business**

Specialized in Marketing and Strategy, graduating in 2009.



**MD & CEO of Olympic Gold Quest (OGQ)**

Leads a foundation that identifies and supports India's potential Olympic medalists.



**Mentored 5 Olympic Medalists**

OGQ-supported athletes won medals at the London 2012 and Rio 2016 Olympics.

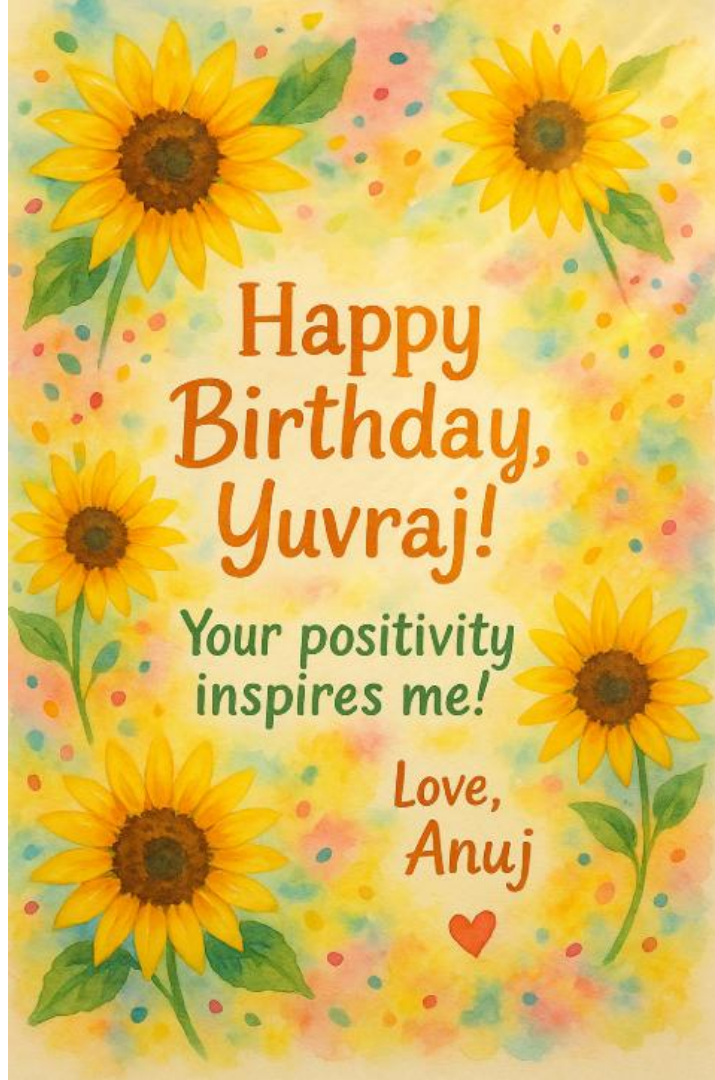


# Birthday card generator

## Scenario:

- It is 12 p.m., you forgot your friend's birthday, and missed the courier cutoff .
- You need to do something special to surprise him.

**Tool: ChatGPT Image**



Happy  
Birthday,  
Yuvraj!

Your positivity  
inspires me!

Love,  
Anuj





# Prompt



A bright pastel birthday card bursting with sunflowers and confetti, cheerful watercolor splashes, and playful hand-lettered text:

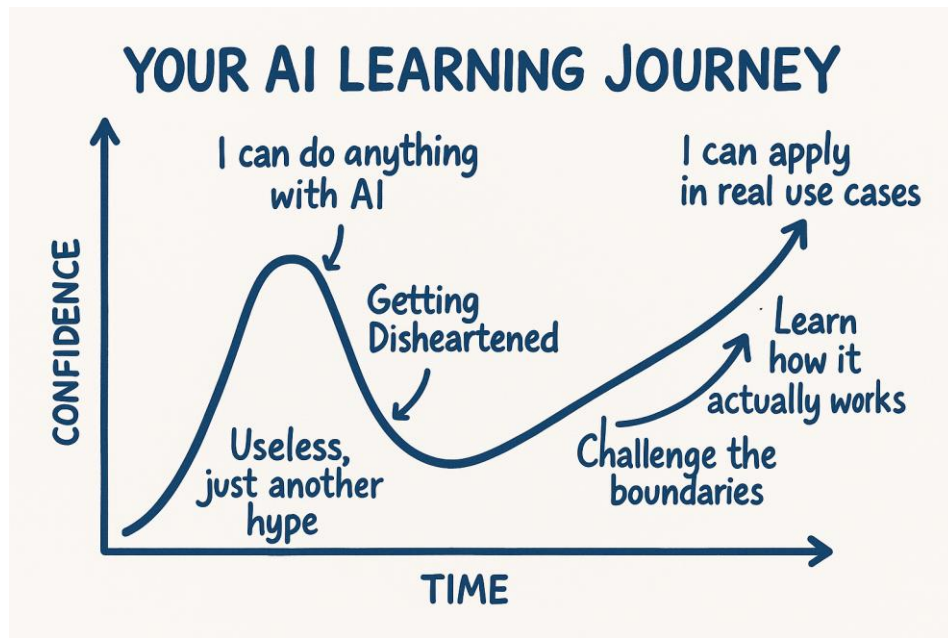
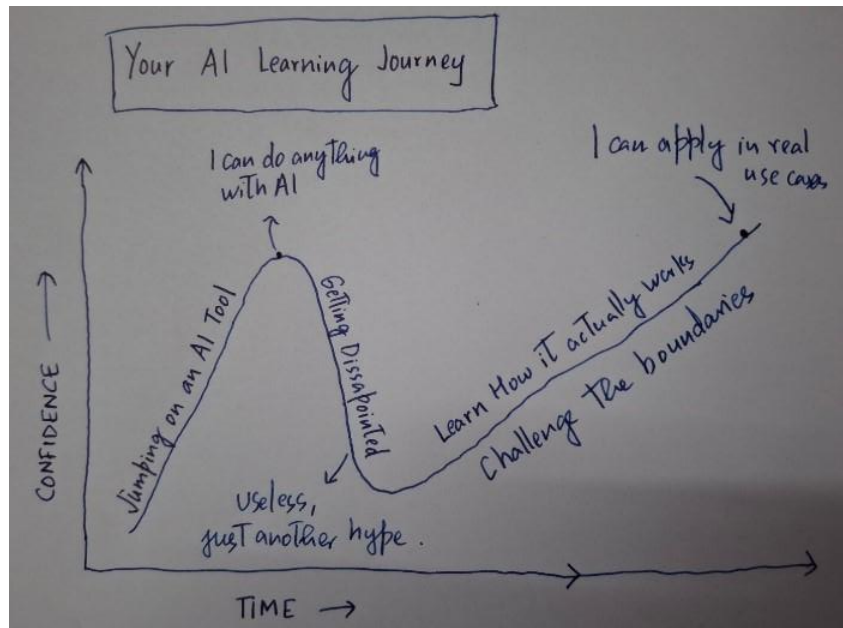
“Happy Birthday, Yuvraj!

Your positivity inspires me!”

Add soft sunlight and a small heart doodle near the signature “Love, Anuj.”



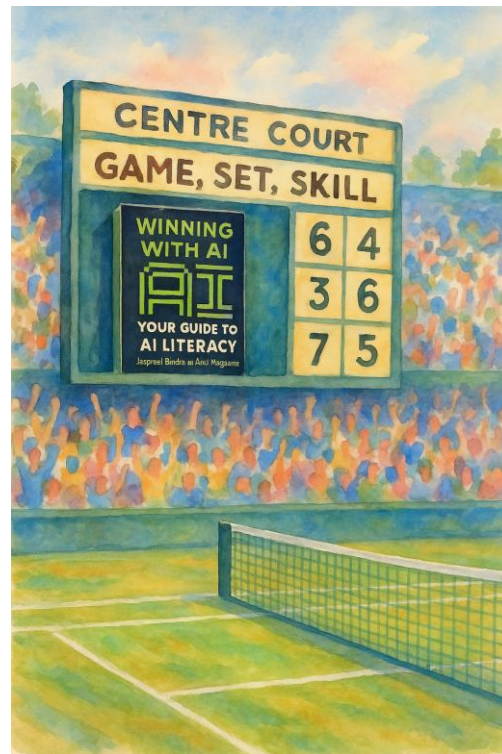
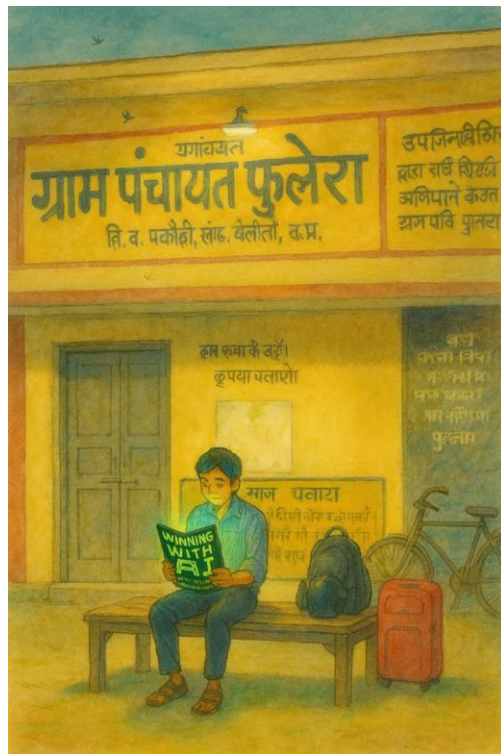
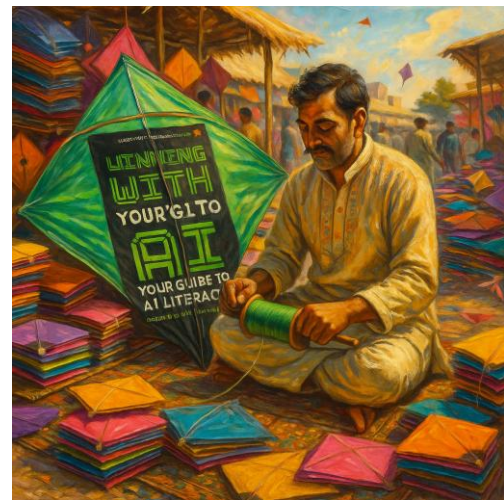
# Hand-drawn image to a Slide



## Prompt:

Convert the attached handwritten image into a slide in the style of marker drawing. The title- 'Your AI Learning Journey' should be at the top in bold and slightly longer font And ensure that the graph curve and the text at various points is show correctly on the slide.

# Market your passion





# Getting the difficult sounding name pronunciation right

*ChatGPT, Act as a pronunciation coach. Teach me to pronounce a Polish name 'Wojciechowski' correctly using a clear, slow voice demo. After my attempt, provide real-time feedback on accuracy, suggest 2-3 practice phrases, and repeat the demo until I get it right.*

**Tool: ChatGPT Voice**



# Science: 2026 X Board Predictor

Most probable Science questions based on NCERT content and last 5 years patterns.

**13**


CHAPTERS

**2026**

TARGET YEAR


CHEMISTRY • CH 1

## Chemical Reactions and Equations

 [Get Predictions](#)


CHEMISTRY • CH 2

## Acids, Bases and Salts

 [Get Predictions](#)


CHEMISTRY • CH 3

## Metals and Non-metals

 [Get Predictions](#)


CHEMISTRY • CH 4

## Carbon and its Compounds

 [Get Predictions](#)


BIOLOGY • CH 5

## Life Processes

 [Get Predictions](#)

BIOLOGY • CH 6

## Control and Coordination

 [Get Predictions](#)



# Some fun too



Please troll my linkedin profile.  
Overlay this with funny  
comments, red ink, doodles  
and remarks

Please troll my linkedin profile.  
Overlay this with funny  
comments, red ink, doodles  
and remarks



# Gathering competitive benefits intelligence

## Scenario:

### The Context:

Your compensation team has been asked to benchmark your benefits package against 10 fast-moving competitors so you can stay attractive in the talent market and reduce regretted attrition.

### The Friction:

You open 10-15 careers and benefits pages, skim dense marketing copy, and hunt through scattered FAQs and PDFs to find relevant details.

### The Problem:

Your team does not have the time or capacity to repeatedly perform this manual research, yet leadership still expects up-to-date, evidence-backed benchmarking to justify benefit changes.

**Tool: Perplexity Comet Browser**

# Prompts



## Generic info extraction from open tabs

*Analyze all open careers and benefits tabs. For each company, extract whatever is explicitly mentioned under these dimensions: work model (onsite/hybrid/remote), flexibility (hours/location), health & wellness, learning & growth, family/parental support, time-off, and notable perks.*

*Create a table (one row per company, one column per dimension) with short bullet phrases in each cell, and add a source URL + citation per row. Leave a cell blank if the page does not clearly mention that dimension; do not guess.*

## Specific info extractions from open tabs

*Overall positioning and benefits narrative*

- From these open careers and benefits pages, summarize how each company positions its overall employee value proposition in 2–3 bullets (what they emphasize: pay, flexibility, purpose, learning, etc.). Add a table with one row per company and a citation per row.*

- Extract the top 3 themes each company uses to sell itself as an employer (e.g., innovation, stability, impact, work–life balance). Put them in a table and mark which themes recur across most competitors.*





# Browser as a 'sourcing agent'

## Scenario:

### The Context:

We need to hire experienced Logistics Managers in Mumbai. The roles are business-critical, and speed matters because competitors are hiring from the same limited talent pool.

### The Friction:

Today, the recruiter spends nearly 20 hours a week on LinkedIn manually searching profiles, applying filters, opening profiles one by one, and keeping notes in spreadsheets. The process involves constant scrolling, clicking, shortlisting, and rechecking criteria across dozens of profiles.

### The Problem:

This manual sourcing process is slow, repetitive, and difficult to scale.

**Tool: Perplexity Comet Assistant**

# Prompt and Steps



Navigate to LinkedIn. Search for 'Logistics Manager' in 'Mumbai'.

- **Filter:** Current companies = DHL, Blue Dart, Maersk.
- **Action:** For the first 5 results on this page, extract the Name, Current Role, and Profile URL into a table.
- **Draft:** For each candidate, write a customized connection request note referencing their current company.



# Leadership candidate briefing & interview prep

## Scenario:

### The Context:

You are recruiting for a senior leadership role. The hiring manager expects a crisp, insightful brief on the candidate before the interview, along with thoughtful interview questions tailored to the candidate's background and the role.

### The Friction:

The candidate's experience is spread across a long LinkedIn profile, multiple roles, transitions, and achievements. The job description is detailed and leadership-heavy.

### The Problem:

This process is time-consuming and mentally taxing, especially when managing multiple senior candidates in parallel.

**Tool: Perplexity Comet Assistant**

# Prompt and Steps



The LinkedIn profile open: <https://www.linkedin.com/in/anujmagazine/>

The job description attached

## **Prompt:**

Review the open LinkedIn profile and the attached job description.

Create a concise hiring manager brief that covers:

- Career summary in plain business language
- Leadership strengths relevant to this role
- Potential gaps or areas to probe

Then generate 6–8 interview questions that are specifically tailored to this candidate's background and the role requirements.

Keep the output crisp, structured, and suitable to be shared directly with a hiring manager.



# Real-time regulatory monitoring

## Scenario:

### The Context:

With the phased rollout of the **New Labour Codes expected during 2025–26**, state governments are issuing draft rules and clarifications at different speeds. Karnataka, in particular, has been active in publishing draft notifications that can materially affect employment terms and gratuity obligations.

### The Friction

Legal HR and compliance teams track labour law updates by manually scanning government gazette portals, labour department websites, and legal news platforms.

### The Problem

There is no reliable, ongoing way to know whether **new draft rules have been issued in the last few days**, how they differ from Central rules, and whether they materially impact employment structures such as **Fixed Term Employment and gratuity eligibility**. Missing or reacting late to such updates creates compliance risk and operational uncertainty.

**Tool: Gemini Deep Research**

# Prompt



Section	Content
1. Research Objective	Identify whether Karnataka has issued any new draft rules in the last 7 days related to Fixed Term Employment under the Industrial Relations Code, and assess relevance for workforce-intensive industries.
2. Key Questions	<ul style="list-style-type: none"><li>• Any new draft rules or amendments issued in the last 7 days?</li><li>• Any change to gratuity eligibility or employer obligations?</li><li>• Differences vs Central draft rules?</li><li>• Draft or final notification?</li></ul>
3. Research Methods	<ul style="list-style-type: none"><li>• Karnataka Labour Department notifications and gazette publications</li><li>• Reputed legal and business news sources</li><li>• Results limited to last 7 days</li></ul>
4. Evaluation Criteria	<ul style="list-style-type: none"><li>• Impact on employment terms or compliance</li><li>• Deviation from Central rules</li><li>• Scope of employer impact</li><li>• Draft vs final status</li></ul>
5. Expected Deliverables	<ul style="list-style-type: none"><li>• Start with a short executive summary. And then provide as much details as possible.</li><li>• Central vs Karnataka comparison table (if applicable)</li><li>• Source links to all notifications and articles</li></ul>
6. Constraints	<ul style="list-style-type: none"><li>• Public, verifiable sources only</li><li>• Prioritise official notifications</li><li>• No speculation or opinion</li></ul>

Demo: <https://gemini.google.com/app/3bb71489277feb09>



# Smart salary benchmarking

## Scenario:

### The Context:

Organisations in technology, fintech, SaaS, and product-led sectors regularly participate in external salary surveys and compensation benchmarking exercises. These benchmarks are increasingly used to justify hiring offers, band corrections, and appraisal outcomes to leadership and candidates. However, internal job titles and role definitions often do not align with market-standard roles.

### The Friction

Compensation teams pull data from Glassdoor, AmbitionBox, and levels.fyi, but each source uses different role definitions, company filters, and reporting logic. Different stakeholders often reference different sources, leading to confusion rather than clarity.

### The Problem

HR is required to defend a compensation decision for a role whose internal title does not map cleanly to the market. There is no reliable way to normalize titles, aggregate multi-source data, and arrive at a single, defensible market benchmark. As a result, offers get delayed, internal equity is questioned, and compensation decisions become difficult to justify.

## Tool: Gemini Deep Research

# Prompt



Section	Prompt
1. Research Objective	Identify accurate external salary benchmarks for a role whose internal job title does not map cleanly to the market, and enable HR to defend a compensation decision during a hiring or appraisal cycle. Determine credible market compensation ranges for a Senior Product Manager–equivalent role and assess how it should map to the internal title “Product Lead”.
2. Key Questions	<ul style="list-style-type: none"><li>• What is the market compensation range for a Senior Product Manager–equivalent role in Mumbai and Bengaluru?</li><li>• How do figures vary across Glassdoor, AmbitionBox, and levels.fyi?</li><li>• After normalisation, what are the P50, P75, and P90 benchmarks?</li><li>• Which external role best maps to the internal title “Product Lead” based on scope and seniority?</li></ul>
3. Research Methods	Aggregate compensation data from Glassdoor, AmbitionBox, and levels.fyi. Filter by location (Mumbai, Bengaluru), experience (5–8 years), and company context (Series B technology companies). Normalise roles by responsibilities rather than titles and cross-check results across sources.
4. Evaluation Criteria	<ul style="list-style-type: none"><li>• Role scope and seniority alignment</li><li>• Consistency across sources</li><li>• Relevance of experience and location filters</li><li>• Confidence level of aggregated benchmarks</li></ul>
5. Expected Deliverables	<ul style="list-style-type: none"><li>• Short executive summary for HR leadership</li><li>• Consolidated salary view with P50, P75, P90 ranges</li><li>• Explanation of role normalisation and mapping logic</li><li>• Notes on assumptions and confidence levels</li><li>• Direct source links</li></ul>
6. Constraints	<ul style="list-style-type: none"><li>• Public, verifiable data only</li><li>• Compensation data is self-reported and may be noisy</li><li>• No single-source conclusions</li><li>• No speculative interpretation</li></ul>

Demo: <https://gemini.google.com/app/de4d7b7b6f0dcf93>





# HR leader's personal knowledge management

## Scenario:

You read dozens of industry reports, LinkedIn articles, and PDF whitepapers weekly.

You need a system that "remembers" everything you've read and can surface relevant insights instantly for example, recalling a specific retention strategy from a report read three months ago during a strategy meeting.

**Tool: Google NotebookLM**

# Setting up NotebookLM, Prompts



## 1. Redesigning the HR Business Partner (HRBP) Role

*Based on the Mercer and Josh Bersin reports, draft a job description for the 'HR Business Partner' of 2026. Specifically, identify which transactional tasks should be automated and what new strategic responsibilities should replace them to avoid the 'HR transaction partner' trap.*

## 2. Developing a Business Case for Skills-Based Hiring

*We are facing a skills shortage. Using the Consultport 2025 trends report and McKinsey's 'Future of Work' data, generate a briefing for the CEO explaining why we need to shift to a 'fluid development ecosystem' and how 'quiet hiring' of freelancers could solve our immediate gaps.*

## 3. The "Vaporware" Detector for HR Tech Procurement

*My procurement team is evaluating new recruiting tools. Based on the 'TARAI Index' research, what are the common ways vendors obfuscate their AI capabilities? Create a checklist of questions we should ask vendors to determine if their product is actual AI or just 'junk jargon' and automation disguised as AI.*

## 4. Automation vs. Augmentation Debate

*I have one report from Josh Bersin saying core HR headcount could drop by 30% due to automation, and another from Microsoft saying AI should focus on augmentation to avoid the 'Turing Trap.' Synthesize these two views. Are we replacing HR roles or elevating them? Use the 'Superagent' concept and the 'J-curve' of productivity to explain the timeline.*

Demo: <https://notebooklm.google.com/notebook/d0a595ee-988f-45bb-83cb-ce66eed134d4>



# AI powered HR knowledge base

## Scenario:

- Employees routinely ping HR with the same questions- “How many casual-leave days do I have?”, “What receipts are needed for airfare?”- forcing the deputy manager to scroll through PDFs or dig up last year’s email threads.
- Answers can vary by memory, and response time drags. Need a way to get instant policy answers.

**Tool: Google NotebookLM**

# Prompt

AI powered HR knowledge base



Policy	Prompt
Anti-Harassment & Grievance	<ol style="list-style-type: none"><li>1. “What hotline number does OGQ provide for reporting harassment incidents?”</li><li>2. “How many working days does HR allocate for the <i>full</i> harassment investigation phase?”</li><li>3. “Summarise OGQ’s rules on retaliation <b>and</b> knowingly false complaints.”</li></ol>
IT & Data-Security	<ol style="list-style-type: none"><li>4. “State the <b>minimum password length</b> and composition rules in OGQ’s IT policy.”</li><li>5. “List the four <b>data-classification levels</b> and give one example for ‘Highly Sensitive’.”</li><li>6. “Within how many <b>hours</b> must a suspected data breach be reported to <a href="mailto:ITSec@ogq.in">ITSec@ogq.in</a>?”</li></ol>
Expense Management	<ol style="list-style-type: none"><li>7. “Which expenses are explicitly <b>non-reimbursable</b> under the policy?”</li><li>8. “Describe the <b>three-step approval flow</b> for expense claims—including SLAs.”</li><li>9. “What <b>audit sampling rate</b> does Finance apply to reimbursed claims each quarter?”</li></ol>
Employee On-boarding	<ol style="list-style-type: none"><li>10. “Name two tasks on the <b>Day-1 checklist</b> for new hires.”</li><li>11. “When is the <b>60-day check-in</b> scheduled, and who attends it?”</li><li>12. “Which documents must a candidate submit <b>five days before joining</b>, and who owns that task?”</li></ol>

Demo: <https://notebooklm.google.com/notebook/caa8850d-7b08-4f8c-aba4-b525c095a797>

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# Engagement pulse dashboard

## Scenario:

- After the new S/4HANA system went live, leadership wants to understand how employees are feeling about the change.
- While survey data is available, HR needs a clear dashboard that highlights morale trends, burnout signals, and early flight-risk areas.

**Tool: Claude Sonnet**

# Prompt

## Engagement dashboard



### # ROLE

You are the HR Analytics Partner presenting to the CHRO.

### # CONTEXT

Data file: engagement\_raw\_1000.csv attached

### # TASK

Create one concise briefing made of:

1. Executive Summary – ≤ 120 words on overall engagement and attrition trends.
2. Three ready-to-paste tables
  - A. Average Engagement\_Score and Attrition % for every BU and Quarter.
  - B. “Hot-spot” rows where Engagement\_Score < 60 or Attrition % > 10 %.
  - C. Watch-list of 10 employees scoring < 50 and already flagged Attrition\_Flag = 1.
3. Four simple visuals (each with a one-sentence takeaway):
  - Heat map – Engagement\_Score (rows = BU, columns = Quarter, green→red).
  - Bar chart – Attrition % by BU (highest to lowest).
  - Line chart – Company-wide Engagement trend across Q1–Q3 2025.
  - Scatter plot – Engagement\_Score vs. Attrition\_Flag, colour-coded by BU.

### # CONSTRAINTS

- Keep captions ≤ 15 words.
- Use brand palette: primary green #1C9D6F, navy #003B5C.
- Put visuals first, then tables, then bullets.
- Entire briefing must fit on two PPT slides.



# HR- Offer and onboard pack

Offer pack builder

## Sub-Scenario:

- Verbal offers have gone out to two safety engineers and one colour-chemist.
- HR needs brand-consistent 4-page offer bundles by tonight: Offer Letter, NDA, Day-1 checklist and “Welcome to DCW” sheet.
- No designer is free.

**Tool: Claude Canva App Connector**

# Prompt

## Offer pack builder



### ROLE

You are a senior HR designer building a 4-page offer pack.

### MERGE FIELDS (edit for each hire)

Candidate\_Name: Aarti Patel

Role\_Title: Senior Process-Safety Engineer

Start\_Date: 1 Dec 2025

Manager\_Name: M. Desai – Plant Head

Work\_Location: Dhrangadhra, Gujarat

Annual\_CTC: ₹15.2 L

### LAYOUT DIRECTIVES (one per page)

<<PAGE 1 — COVER>>

- Background #F5F7F9
- 40 mm top band #003B5C → centred title “DCW OFFER PACK” (Inter Bold 36 pt, white)
- DCW logo (110 × 110 px) top-right; document date in small-caps on a green #1C9D6F tag bottom-right

<<PAGE 2 — OFFER LETTER>>

- Letterhead header: logo left, company address right
- Body text 12 pt black, 1.2 line-spacing; merge fields in bold
- Salary table: Basic, HRA, Allowances, Annual CTC; thin #1C9D6F borders; Annual CTC row bold
- Signature section: two 80 mm horizontal lines labelled “HR Director” and “Candidate Signature”

<<PAGE 3 — MUTUAL NDA>>

- Title line 18 pt, centred, bold navy
- Six numbered clauses totalling ~300 words (placeholder legal text)
- Merge fields auto-filled in first clause
- Signature rules identical to offer letter
- Two-column guides if needed; keep 12 pt body text

<<PAGE 4 — DAY-1 CHECKLIST & CULTURE>>

- Two-column grid (50 % / 50 %)
- Left column: bullet checklist (PPE pickup, ID badge, HR orientation, safety briefing, SAP login)
- Right column header “Our Culture & Values” 14 pt bold green; five bullets (Integrity, Safety, Customer-focus, Sustainability, Innovation)
- Footer: 10 pt grey line plus HR contact “hr@dcw.in”

### BRAND RULES

Primary blue #003B5C, green #1C9D6F, light grey #F5F7F9

Inter font family — headings Bold, body Regular

Page size A4 portrait, 20 mm uniform margins

### EXPORT

Export exactly four pages as “PDF for print”, high quality, file size under 1 MB.  
Return the download link in chat.





# Smart CV scoring

## Scenario:

- Overnight, CVs for several specialised roles landed in Drive.
- Recruiters are scrambling to manually screen very different profiles, while hiring managers are already asking for ranked shortlists. Every delay risks losing interview slots and credibility.

**Tool: ChatGPT Agent**

# Prompt

## Smart CV scoring

### 1 . Define the Screening Objective

Generate ranked short-lists—one per role—within four hours for:

Process-Safety Engineer (chlorination)

SAP S/4HANA Change-Manager (Finance)

Senior Colour-Chemist (DIROX® lab)

Resume location:

[https://drive.google.com/drive/folders/1E0KGld1JEfky\\_oQUTZyXdXmb1eB7snsJ?usp=sharing](https://drive.google.com/drive/folders/1E0KGld1JEfky_oQUTZyXdXmb1eB7snsJ?usp=sharing)

### 2 . Specify Key Fields & Scoring Rules

**For the process-safety engineer**, extract the candidate's name, total years of experience, years spent in chlorination units, NEBOSH status, count of PHA/HAZOP sessions led, incident rate per 200 000 hours, and any SAP EHS exposure. Award points as follows:

- NEBOSH IGC 30,
- chlorination experience of at least three years 25,
- five or more PHA/HAZOP sessions 20,
- incident rate below 0.5 per 200 000 hours 15, and
- SAP EHS familiarity 10.
- A total of seventy or above places the résumé on the short-list.

**For the SAP S/4HANA change-manager**, capture name, overall experience, number of completed S/4HANA Finance projects, SAP Activate certification, CA or ICWA qualification, Prosci or ADKAR credential, and evidence of chemical-industry work. Score these elements in order:

- SAP Activate 30,
- at least two live S/4HANA Finance projects 25,
- CA/ICWA 15,
- Prosci or ADKAR 15,
- chemical-sector background 15.
- A score of seventy or higher secures a spot on the short-list.

**For the senior colour-chemist**, record name, years working with DIROX pigments, ISO 17025 involvement, highest degree (MSc or PhD), proficiency with spectrophotometric Lab\* matching, and the number of safety-data sheets authored.

Allocate points as follows:

- ISO 17025 role 25,
- four or more years on DIROX formulations 25,
- MSc or PhD 20,
- spectrophotometer expertise 15, and
- a portfolio of fifty or more SDS documents 15.
- Candidates hitting or topping seventy advance to the short-list.

### 3 . Outline Screening Method

- Pull every CV <https://drive.google.com/drive/folders/1PXl6TYqJ-UiOQ-lr8FQa1QL85v5hDN16?usp=sharing>
- Parse each file to the field set above.
- Apply the appropriate scoring grid and total the points.
- Label each record Short-list or Hold based on the threshold.

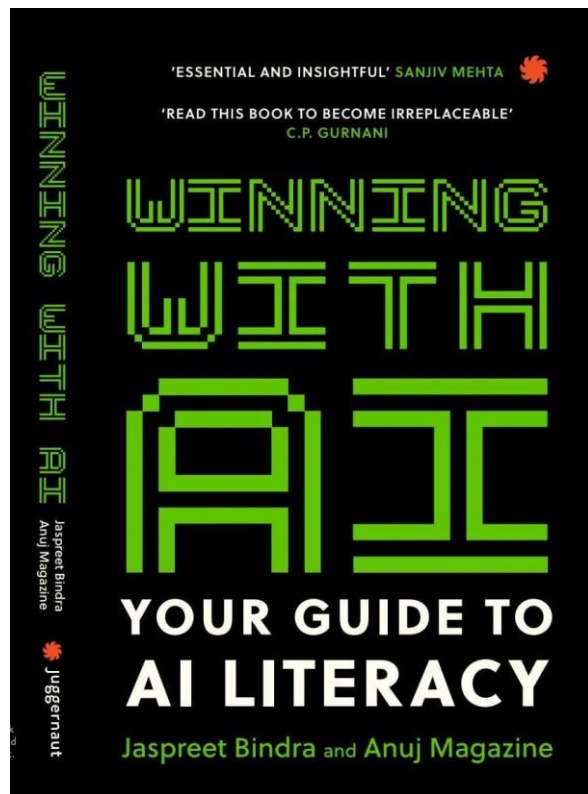
### 4 . Provide Evaluation Criteria

Extraction accuracy should reach at least ninety-five percent, confirmed by a spot check of ten files. Scores must be reproducible on a second run. Resolve ties first with total experience, then—with role-specific nuance—incident rate for engineers, project count for change-managers, or DIROX years for chemists.

### 5 . Specify Expected Deliverables

- Produce three CSV files named PSE\_shortlist.csv, S4H\_Change\_shortlist.csv, and ColourChemist\_shortlist.csv, each containing name, score, and three key strengths sorted from highest to lowest.
- In addition, create one PDF per role that lists five behavioural questions and includes space for interviewer notes. Close with a brief (no more than 120 words) summary of pipeline depth.





# Thank you

**Contact:**

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Anuj Magazine, [anuj@aiandbeyond.ai](mailto:anuj@aiandbeyond.ai)

