

THE AI RECRUITMENT TOOLKIT

Descriptive prompts for smarter, faster hiring



If you want to secure the candidates that are going to take your business to the next level, you need to move fast. The reality is that being too casual about hiring will cost you.

The good news is, you don't need a huge hiring budget to do that. You just need to leverage AI tools that can help you drastically speed up the process, while still maintaining accuracy.

We know what you're thinking: "but AI doesn't sound like *us*". It's true that often, AI produces output that misses the mark. But, as you'll soon find out, the power is in the prompts.

The bottom line?

Vague prompt in = vague answer out.

That's why we've put together this carefully curated AI hiring toolkit, packed with recruitment-specific AI prompts you can use to supercharge your processes. In here, you'll find everything you need to:

- ✓ Create a leading careers page
- ✓ Gain confidence with writing your job ad
- ✓ Craft interview questions
- ✓ Write winning interview invites and email offers
- ✓ Learn all about AI usage in recruitment

Let's get to it.

Disclaimer: The information in this guide is current as at 1 August 2025, and has been prepared by Employment Hero Pty Ltd (ABN 11 160 047 709) and its affiliates (Employment Hero). The views expressed in this guide are general information only, are provided in good faith to assist employers and their employees, and should not be relied on as professional advice. The information is based on data supplied by third parties. While such data is believed to be accurate, it has not been independently verified and no warranties are given that it is complete, accurate, up to date or fit for the purpose for which it is required. Employment Hero does not accept responsibility for any inaccuracy in such data and is not liable for any loss or damages arising either directly or indirectly as a result of reliance on, use of or inability to use any information provided in this guide. You should undertake your own research and to seek professional advice before making any decisions or relying on the information in this guide.

Start with your careers page



No careers page? No problem.

Create one in minutes with our AI prompts.

Start by jotting down all the cool things that make your business a great place to work. Include your ways of working, workplace culture and cool perks. These things form the basis of your Employee Value Proposition (EVP), which should shape your careers page and how your business shows up wherever candidates may be.

They might include:

- ✓ Flexibility and autonomy
- ✓ Your mission, values and everything you stand for as a business
- ✓ Growth and development opportunities
- ✓ Your workplace culture

Jot them down and once you have your EVP and benefits listed, copy/paste them into AI, using the following prompt (customising to suit your business).

Prompt:

*Write a friendly, engaging and professional careers page for **[Company Name]** using the following Employee Value Proposition and benefits list:*

[paste EVP and benefits].

Include sections on our mission, values, culture, flexibility and growth opportunities.

End with a call to action inviting candidates to apply or get in touch. Keep the tone aligned with a small business that values people and culture.

Next, review the content, checking for accuracy and tone of voice. Add it to your website, along with some photos that showcase your culture and you're good to go.



HERO TIP

Use a shorter version of this content in your job ads and anywhere else your ideal candidates might be, such as LinkedIn or industry groups. This helps keep your employer brand consistent wherever candidates find you, so you're top of mind whenever they're in the market for something new. More on that in the [Business Owner's Guide to Competing for Top Talent](#).

Write winning job ads with AI



Writing a job ad that will attract the right kind of candidates can be a tough one to crack. How do you get the balance right between what you're looking for and what you're offering in return?

Use this prompt to get a well-structured, on-brand job ad in seconds. Just remember to check it thoroughly before posting.

Prompt:

*Based on the job description and **[add company name]** writing style guidelines attached (if applicable), write a clear and engaging job ad for*

***[job title]** at **[company name]**, located in **[location]**.*

Include a short summary of the role, three to five key responsibilities, the must-have skills or experience, and the desirable skills and experience.

*Add a section about the benefits of working for **[company name]**, drawing your information from the career's page of our website: **[add link to career's page]**.*

*Add instructions for applying: candidates should apply by **[add instructions]**.*

Add information about how they can access the candidate privacy policy.

Use inclusive language and add a section at the end that invites everyone from all backgrounds to apply.

Keep it under 500 words and use a friendly, professional tone.

Did you know?

With our [all-in-one hiring solution](#), you don't need a detailed job ad. Just add your minimum requirements to get automatically matched with ideal candidates. Hire immediately or build your talent pool in the background until you're ready to move. It's hiring on autopilot.

AI can transform recruitment by saving you time and effort. If you haven't explored it yet, use the prompts in this guide to see how it can streamline your hiring process. Remember never to share personal data, and always follow your company's privacy and AI policies, which must protect candidate confidentiality.



Kate Jolly

Global Head of Talent
Acquisition at Employment Hero

Use AI to speed up shortlisting process



We know first-hand that employers aren't struggling with application numbers, it's quality of applications that's the big issue. And it significantly delays their hiring process.

To sort through your applications efficiently, you need a clear view of what matters most, so you don't get lost in a pile of irrelevant CVs or overlook someone great.

Use this prompt to extract the top criteria for shortlisting from your role description or job ad.

Prompt:

Based on the following job description and job ad, what are the top five candidate traits, skills or experiences I should prioritise when shortlisting for this role?

[Paste job description or bullet points here.]

What hard skills and soft skills should I be looking for?

What skills or experiences would be advantageous but not mandatory?

*Based on our careers page **[add link]**,*

what should I look for to find someone who would add to our workplace culture?

Did you know?

Our AI-powered hiring tools like [SmartMatch](#) take the leg work out of shortlisting for you. Just add your minimum requirements, and get automatically matched with your ideal candidates. Chat with them instantly, or build your custom talent pool while you sleep. When the time is right, take your pick.



AN IMPORTANT REMINDER

It's crucial to remember that AI is...just that. It can make mistakes, so it needs to be used with caution during the shortlisting process.

Write tailored interview invites in seconds



Found a few ideal candidates you'd like to bring in for an interview? Act quickly because other employers have likely spotted them too. Speed can be your best friend here, especially if you don't have the big hiring budgets larger competitors may have.

Crafting the perfect email takes time, especially if you're reaching out to multiple candidates or filling a few different roles. These prompts will help you generate something engaging, personable, professional and clear in a matter of seconds.

Prompt:

*Draft an engaging, personable and professional email inviting **[add candidate first name]** to interview for the **[job title]** position at **[company name]**. Include the interview format (e.g. in-person, phone or video), suggested dates and times, and a short sentence about what to expect. Include a link to our website **[add website url]**, the job ad **[add link]**, and the full job description to help them prepare. Ask the candidate to confirm whether they have any reasonable accommodation requests, so that we can prepare accordingly. Keep it clear, concise and approachable. Use British English spelling and grammar. Lastly, assure them that their application information and details will be kept private and confidential **[link to candidate privacy statement]**.*

Once it's ready, be sure to check for accuracy, tone of voice, and compliance with relevant employment legislation before hitting send. The [Hiring Compliance Guide for Hiring Managers](#) covers all the relevant laws you should be aware of, so consider bookmarking it for future reference.

Prepare tailored interview questions in record time



Shortlisted your top candidates? Great. Now it's time to get prepared. The better your interview questions, the easier it will be to determine the most suitable candidate.

Use the prompt below to generate role-specific, value-aligned interview questions in just a few seconds. For an even stronger selection of questions, give your prompts an example of what a strong answer might look like and suggest a simple scoring system to help evaluate responses fairly.

Prompt:

*Generate a set of interview questions for the role of **[job title]** at **[company name]**.*

The questions should cover:

- *Role-specific technical or professional skills*
- *Behavioural questions aligned with our company values: **[insert values]***
- *Situational questions to test problem-solving and adaptability*
- *A couple of questions to explore their career ambitions*

Once you've got your draft, tweak it to sound like you and add any questions that are specific to your team or business.



Write structured reference check questions



You've found your ideal candidate and now it's time to check their references. But without a plan, it's easy to forget to ask the specific things that really matter to you. Here's a prompt to make sure you cover it all.

Prompt:

Create a professional and structured reference check questionnaire for a candidate applying for [job title] at [company name].

The questions should cover:

- *What was the candidate's role, responsibilities and length of employment?*
- *What were their key strengths and skills relevant to this role?*
- *How did they approach their work, communication and collaboration?*
- *Can you share an example of how they handled challenges or feedback?*
- *Are there any areas they could improve on?*
- *Would you work with them again, and why?*

Keep it concise and easy to answer over the phone or email.



Once AI gives you the draft, review it to make sure it covers any role-specific qualities or concerns you want to explore. Then you're ready to go.

Write a winning email offer in seconds



So you've interviewed your ideal candidate and you're ready to seal the deal. Don't waste any time waiting around. If they're a top performer they may be considering multiple offers, so you need to act fast.

Your email offer needs to create excitement, while also remaining professional and clear. Use these prompts below to get AI to draft it for you, just make sure you review it before hitting send.

Prompt:

*Draft an engaging, personable and professional email congratulating our chosen candidate **[placeholder for their name]** for being selected for the **[placeholder for job title]** position at **[placeholder for company name]**.*

Explain that their formal employment agreement is attached, which outlines details of their remuneration, benefits, and entitlements.

*Outline that the role is **[leave placeholder for job type, i.e. full-time/part-time/casual]** as per the employment agreement and will be paid **[placeholder for pay frequency]**.*

Leave placeholders for their start date, direct manager, working hours, and location.

*Ask them to review all documents and, if they are happy with everything, sign and return them by **[add due date]** to confirm their employment.*

*Explain that if they have any questions or concerns in the meantime, they can contact **[placeholder for name]** at **[placeholder for email]** and **[placeholder for phone number]**.*

Lastly, express that we're excited to have them on board



HERO TIP

Once you've secured your ideal candidate, it's crucial you maintain strong communication with them to support them through the early stages of employment with you. That requires a structured, reliable and easy onboarding workflow: part-and-parcel of an Employment Operating System. [Check it out in our interactive demo.](#)

Reminders about AI

- ✓ Be mindful of the information you provide to any AI model, including considering your company's AI policy. AI tools may not provide consistent standards of data security.
- ✓ Always review for accuracy
- ✓ Check any hyperlinks added are fully functional
- ✓ Check that your prompts stipulate what spelling and grammar rules to use (E.g. British English should be used in Australia).

Do it once, do it right. Hire fast with **Employment Hero**

Clearly, AI can drastically speed up the recruitment process. But don't forget the candidate's experience throughout. There's no benefit of hiring at pace only to neglect your new hires once they're locked in.

If you're looking for one system that can do it all, consider our Employment Operating System. It brings all of the above into one simple, user-friendly platform, all while supercharging your recruitment capability. Put hiring on auto-pilot, track candidate applications, onboard in just a few clicks, pay your team with ease, simplify leave management and so much more.

And if you're keen to lean into AI-powered recruitment, take a closer look at what SmartMatch can do for your business in our [quick demo](#). It can help you find the right candidates faster by automatically matching applicants based on skills, experience and role fit. No more hours lost to resume-sifting or second-guessing who to shortlist. Think of it like having an extra set of hands in your hiring process, giving you the confidence to make smarter hiring decisions.

Ready to see for yourself?

[Book a demo](#) or you can [start hiring for free today](#).

