

OpenAI

Leveraging ChatGPT for Local Human Resources Director

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied notes into practical first drafts. These 30 prompts support U.S. local government work. Replace bracketed placeholders and paste the named source excerpts before starting.

For the Local Human Resources Director: support onboarding, manager support, employee communication, and HR operations. Titles and responsibilities vary. Use your jurisdiction's current assignments and procedures.

Goals

This guide is meant to help:

- Prepare useful drafts for recurring work.
- Make open questions and handoffs visible.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your ChatGPT Enterprise workspace. Remove personal details that are not needed for the task.
- Verify facts, dates, figures, and office procedures. These prompts use pasted context; they do not check live records.
- Staff review every output. Keep official work separate from campaign activity; retain human authority over decisions and public release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations:** - How do you expect the final output to be formatted?

Before you begin

Name the task and intended audience.

Paste the relevant source material.

Specify the format, length, and deadline.

State what staff must verify before use.

Using this pack

Choose a workflow, replace the brackets, and paste short source excerpts. Name your jurisdiction, audience, and deadline. Review the draft against those sources, then request a focused revision. Follow your organization’s information-handling and records procedures.

Sources and scope

National role context and product guidance. Your current assignments and procedures govern actual work.

BLS — Human Resources Managers

USAGov — State and local governments

OpenAI — Use ChatGPT

Employee onboarding

First-week plan

Best used with: Chat.

Prepare a first-week plan for the Local Human Resources Director in [Jurisdiction], focused on employee onboarding. Use the pasted [Approved onboarding checklist and role orientation materials] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

New employee welcome

Best used with: Chat.

Prepare a new employee welcome for the Local Human Resources Director in [Jurisdiction], focused on employee onboarding. Use the pasted [Approved onboarding checklist and role orientation materials] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Supervisor onboarding checklist

Best used with: Chat.

Prepare a supervisor onboarding checklist for the Local Human Resources Director in [Jurisdiction], focused on employee onboarding. Use the pasted [Approved onboarding checklist and role orientation materials] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Employee onboarding

Orientation agenda **Best used with:** Chat.

Prepare a orientation agenda for the Local Human Resources Director in [Jurisdiction], focused on employee onboarding. Use the pasted [Approved onboarding checklist and role orientation materials] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

**Onboarding
feedback
questions**

Best used with: Chat.

Prepare a onboarding feedback questions for the Local Human Resources Director in [Jurisdiction], focused on employee onboarding. Use the pasted [Approved onboarding checklist and role orientation materials] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Manager support

Manager FAQ

Best used with: Chat.

Prepare a manager faq for the Local Human Resources Director in [Jurisdiction], focused on manager support. Use the pasted [Approved manager guidance and training notes] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Supervisor workshop outline

Best used with: Chat.

Prepare a supervisor workshop outline for the Local Human Resources Director in [Jurisdiction], focused on manager support. Use the pasted [Approved manager guidance and training notes] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Policy update explainer

Best used with: Chat.

Prepare a policy update explainer for the Local Human Resources Director in [Jurisdiction], focused on manager support. Use the pasted [Approved manager guidance and training notes] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Manager support

Manager resource index

Best used with: Chat.

Prepare a manager resource index for the Local Human Resources Director in [Jurisdiction], focused on manager support. Use the pasted [Approved manager guidance and training notes] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Escalation contact guide

Best used with: Chat.

Prepare a escalation contact guide for the Local Human Resources Director in [Jurisdiction], focused on manager support. Use the pasted [Approved manager guidance and training notes] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Employee communication

Benefits communication draft

Best used with: Chat.

Prepare a benefits communication draft for the Local Human Resources Director in [Jurisdiction], focused on employee communication. Use the pasted [Published employee benefits information and staff announcements] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Enrollment reminder

Best used with: Chat.

Prepare a enrollment reminder for the Local Human Resources Director in [Jurisdiction], focused on employee communication. Use the pasted [Published employee benefits information and staff announcements] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Staff newsletter item

Best used with: Chat.

Prepare a staff newsletter item for the Local Human Resources Director in [Jurisdiction], focused on employee communication. Use the pasted [Published employee benefits information and staff announcements] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Employee communication

Employee question log **Best used with:** Chat.

Prepare a employee question log for the Local Human Resources Director in [Jurisdiction], focused on employee communication. Use the pasted [Published employee benefits information and staff announcements] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Plain-language policy summary **Best used with:** Chat.

Prepare a plain-language policy summary for the Local Human Resources Director in [Jurisdiction], focused on employee communication. Use the pasted [Published employee benefits information and staff announcements] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Learning and development

Training calendar

Best used with: Chat.

Prepare a training calendar for the Local Human Resources Director in [Jurisdiction], focused on learning and development. Use the pasted [Approved training catalog and organizational learning priorities] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Workshop objectives

Best used with: Chat.

Prepare a workshop objectives for the Local Human Resources Director in [Jurisdiction], focused on learning and development. Use the pasted [Approved training catalog and organizational learning priorities] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Learning session invitation

Best used with: Chat.

Prepare a learning session invitation for the Local Human Resources Director in [Jurisdiction], focused on learning and development. Use the pasted [Approved training catalog and organizational learning priorities] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Learning and development

Training feedback summary

Best used with: Chat.

Prepare a training feedback summary for the Local Human Resources Director in [Jurisdiction], focused on learning and development. Use the pasted [Approved training catalog and organizational learning priorities] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Program participation update

Best used with: Chat.

Prepare a program participation update for the Local Human Resources Director in [Jurisdiction], focused on learning and development. Use the pasted [Approved training catalog and organizational learning priorities] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

HR operations

HR service request checklist

Best used with: Chat.

Prepare a hr service request checklist for the Local Human Resources Director in [Jurisdiction], focused on hr operations. Use the pasted [Hr service standards and de-identified process notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Process handoff map

Best used with: Chat.

Prepare a process handoff map for the Local Human Resources Director in [Jurisdiction], focused on hr operations. Use the pasted [Hr service standards and de-identified process notes] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

FAQ gap review

Best used with: Chat.

Prepare a faq gap review for the Local Human Resources Director in [Jurisdiction], focused on hr operations. Use the pasted [Hr service standards and de-identified process notes] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

HR operations

Team workload discussion guide

Best used with: Chat.

Prepare a team workload discussion guide for the Local Human Resources Director in [Jurisdiction], focused on hr operations. Use the pasted [Hr service standards and de-identified process notes] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Monthly HR service summary

Best used with: Chat.

Prepare a monthly hr service summary for the Local Human Resources Director in [Jurisdiction], focused on hr operations. Use the pasted [Hr service standards and de-identified process notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Workforce planning support

Workforce narrative

Best used with: Chat.

Prepare a workforce narrative for the Local Human Resources Director in [Jurisdiction], focused on workforce planning support. Use the pasted [Verified aggregate workforce summaries and approved staffing plans] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Vacancy reporting questions

Best used with: Chat.

Prepare a vacancy reporting questions for the Local Human Resources Director in [Jurisdiction], focused on workforce planning support. Use the pasted [Verified aggregate workforce summaries and approved staffing plans] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Position documentation checklist

Best used with: Chat.

Prepare a position documentation checklist for the Local Human Resources Director in [Jurisdiction], focused on workforce planning support. Use the pasted [Verified aggregate workforce summaries and approved staffing plans] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Workforce planning support

Leadership briefing outline

Best used with: Chat.

Prepare a leadership briefing outline for the Local Human Resources Director in [Jurisdiction], focused on workforce planning support. Use the pasted [Verified aggregate workforce summaries and approved staffing plans] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Staffing data definition review

Best used with: Chat.

Prepare a staffing data definition review for the Local Human Resources Director in [Jurisdiction], focused on workforce planning support. Use the pasted [Verified aggregate workforce summaries and approved staffing plans] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.