

OpenAI

Leveraging ChatGPT for State Human Resources Director

ChatGPT Enterprise

Introduction

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

For the State Human Resources Director: support agency HR guidance, statewide learning, and workforce communication. 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

Agency HR coordination

Agency HR bulletin **Best used with:** Chat.

Prepare a agency hr bulletin for the State Human Resources Director in [Jurisdiction], focused on agency hr coordination. Use the pasted [Approved statewide hr guidance and agency hr questions] 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.

HR director meeting agenda **Best used with:** Chat.

Prepare a hr director meeting agenda for the State Human Resources Director in [Jurisdiction], focused on agency hr coordination. Use the pasted [Approved statewide hr guidance and agency hr questions] 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.

Guidance clarification log **Best used with:** Chat.

Prepare a guidance clarification log for the State Human Resources Director in [Jurisdiction], focused on agency hr coordination. Use the pasted [Approved statewide hr guidance and agency hr questions] 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.

Agency HR coordination

Agency handoff checklist

Best used with: Chat.

Prepare a agency handoff checklist for the State Human Resources Director in [Jurisdiction], focused on agency hr coordination. Use the pasted [Approved statewide hr guidance and agency hr questions] 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.

Shared service FAQ

Best used with: Chat.

Prepare a shared service faq for the State Human Resources Director in [Jurisdiction], focused on agency hr coordination. Use the pasted [Approved statewide hr guidance and agency hr questions] 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.

State workforce onboarding

State orientation outline

Best used with: Chat.

Prepare a state orientation outline for the State Human Resources Director in [Jurisdiction], focused on state workforce onboarding. Use the pasted [Approved state orientation materials and agency onboarding checklist] 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.

Agency onboarding guide

Best used with: Chat.

Prepare a agency onboarding guide for the State Human Resources Director in [Jurisdiction], focused on state workforce onboarding. Use the pasted [Approved state orientation materials and agency onboarding checklist] 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 State Human Resources Director in [Jurisdiction], focused on state workforce onboarding. Use the pasted [Approved state orientation materials and agency onboarding checklist] 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.

State workforce onboarding

Supervisor start checklist

Best used with: Chat.

Prepare a supervisor start checklist for the State Human Resources Director in [Jurisdiction], focused on state workforce onboarding. Use the pasted [Approved state orientation materials and agency onboarding checklist] 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.

Orientation feedback questions

Best used with: Chat.

Prepare a orientation feedback questions for the State Human Resources Director in [Jurisdiction], focused on state workforce onboarding. Use the pasted [Approved state orientation materials and agency onboarding checklist] 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.

Learning programs

Learning calendar **Best used with:** Chat.

Prepare a learning calendar for the State Human Resources Director in [Jurisdiction], focused on learning programs. Use the pasted [Approved statewide training catalog and 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.

Manager workshop outline **Best used with:** Chat.

Prepare a manager workshop outline for the State Human Resources Director in [Jurisdiction], focused on learning programs. Use the pasted [Approved statewide training catalog and learning priorities] 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.

Course communication **Best used with:** Chat.

Prepare a course communication for the State Human Resources Director in [Jurisdiction], focused on learning programs. Use the pasted [Approved statewide training catalog and 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 programs

Program feedback summary

Best used with: Chat.

Prepare a program feedback summary for the State Human Resources Director in [Jurisdiction], focused on learning programs. Use the pasted [Approved statewide training catalog and 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.

Agency learning status narrative

Best used with: Chat.

Prepare a agency learning status narrative for the State Human Resources Director in [Jurisdiction], focused on learning programs. Use the pasted [Approved statewide training catalog and 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.

Employee communication

Employee bulletin **Best used with:** Chat.

Prepare a employee bulletin for the State Human Resources Director in [Jurisdiction], focused on employee communication. Use the pasted [Approved state employee information and current notices] 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.

**Benefits
information
explainer**

Best used with: Chat.

Prepare a benefits information explainer for the State Human Resources Director in [Jurisdiction], focused on employee communication. Use the pasted [Approved state employee information and current notices] 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.

**Policy change
summary**

Best used with: Chat.

Prepare a policy change summary for the State Human Resources Director in [Jurisdiction], focused on employee communication. Use the pasted [Approved state employee information and current notices] 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.

Employee communication

Recurring question guide

Best used with: Chat.

Prepare a recurring question guide for the State Human Resources Director in [Jurisdiction], focused on employee communication. Use the pasted [Approved state employee information and current notices] 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.

Message accuracy review

Best used with: Chat.

Prepare a message accuracy review for the State Human Resources Director in [Jurisdiction], focused on employee communication. Use the pasted [Approved state employee information and current notices] 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.

Aggregate workforce reporting

State workforce narrative

Best used with: Chat.

Prepare a state workforce narrative for the State Human Resources Director in [Jurisdiction], focused on aggregate workforce reporting. Use the pasted [Verified aggregate workforce summaries and definition 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.

Agency comparison questions

Best used with: Chat.

Prepare a agency comparison questions for the State Human Resources Director in [Jurisdiction], focused on aggregate workforce reporting. Use the pasted [Verified aggregate workforce summaries and definition 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.

Data definition checklist

Best used with: Chat.

Prepare a data definition checklist for the State Human Resources Director in [Jurisdiction], focused on aggregate workforce reporting. Use the pasted [Verified aggregate workforce summaries and definition 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.

Aggregate workforce reporting

Reporting gap memo

Best used with: Chat.

Prepare a reporting gap memo for the State Human Resources Director in [Jurisdiction], focused on aggregate workforce reporting. Use the pasted [Verified aggregate workforce summaries and definition 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.

Leadership briefing outline

Best used with: Chat.

Prepare a leadership briefing outline for the State Human Resources Director in [Jurisdiction], focused on aggregate workforce reporting. Use the pasted [Verified aggregate workforce summaries and definition 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.

HR service improvement

Process themes summary

Best used with: Chat.

Prepare a process themes summary for the State Human Resources Director in [Jurisdiction], focused on hr service improvement. Use the pasted [De-identified agency process feedback and service standards] 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 intake checklist

Best used with: Chat.

Prepare a hr intake checklist for the State Human Resources Director in [Jurisdiction], focused on hr service improvement. Use the pasted [De-identified agency process feedback and service standards] 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.

Service handoff map

Best used with: Chat.

Prepare a service handoff map for the State Human Resources Director in [Jurisdiction], focused on hr service improvement. Use the pasted [De-identified agency process feedback and service standards] 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.

HR service improvement

Improvement meeting agenda

Best used with: Chat.

Prepare a improvement meeting agenda for the State Human Resources Director in [Jurisdiction], focused on hr service improvement. Use the pasted [De-identified agency process feedback and service standards] 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.

Quarterly HR service report

Best used with: Chat.

Prepare a quarterly hr service report for the State Human Resources Director in [Jurisdiction], focused on hr service improvement. Use the pasted [De-identified agency process feedback and service standards] 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.