



How HR teams can use Codex

Use Codex to turn new-hire sheets, manager notes, and candidate packets into Monday prep and interview materials.

Why Codex for HR

HR teams balance speed, care, and consistency across managers, candidates, and new hires. Context lives across applicant tracking systems, onboarding sheets, manager notes, and approved policies. Codex can turn that context into practical drafts while keeping the right review step.

Sample prompt set for weekly HR prep

Use the Monday new-hire sheet, manager notes from the applicant tracking system, #onboarding thread, Product Marketing role description, interview plan, and this week's candidate packets. Use only approved sources. Create a Monday start list grouped by team.

Draft a day-one checklist for each manager with setup, access, buddy, and first meeting.

Write a prep note for Jordan Lee's manager with what to do before Monday.

Create a candidate brief for Maya Chen's final interview loop using the role criteria.

Suggest five interview questions tied to the role and Maya Chen's background.

Draft follow-up messages for Maya Chen, the interview panel, and the hiring manager.



Additional use cases

- Build manager checklists
- Write manager prep notes
- Draft candidate briefs
- Create interview questions
- Send follow-up messages
- Summarize survey themes
- Explain policy changes
- Draft onboarding comms