

Leveraging AI in Human Resources

Basic vs. Advanced AI Uses for HR Administrators

This guide provides a clear roadmap for HR administrators to grow their confidence with AI. It includes real examples from district-level HR work, showing where to start with simple time-savers and how to progress into more advanced, strategic applications.

Basic AI Uses (Start Here) - Quick wins that save time and improve communication.

Advanced AI Uses (Level Up) - Strategic tools that support decision-making, leadership communication, and planning.

Level	Category	Example Use	Real Prompt Example
Basic	Email & Communication	Polishing emails, creating reminders, writing announcements	Rewrite this staff email to sound professional and positive.
Basic	Policy Simplification	Translating board policy or statute into plain language	Summarize F.S. 1012.61 in simple terms for employees.
Basic	Employee Relations Communication	Drafting reassignment emails, leave notices, follow-up documentation, and other sensitive staff communication	Rewrite this employee relations message so it is professional, direct, and respectful while clearly communicating expectations and next steps.
Basic	Event Coordination	Creating meeting invites or event announcements	Write a conference presenter reminder email with a professional tone.
Basic	Workflow Outlines / SOPs	Turning rough notes into clear step-by-step procedures, administrator guides, and school-facing reference documents	Create a step-by-step process summary for this HR procedure that schools and supervisors can follow easily.
Advanced	Data & Analysis	Turning salary data into visual comparisons and summaries	Create a salary comparison chart highlighting Putnam in lime green.
Advanced	Policy & MOU Development	Drafting or revising MOUs, supplements, or procedures	Revise this hybrid work procedure to clarify temporary use.
Advanced	Compliance & Ethics	Creating training outlines and realistic scenarios	Draft three scenarios that could violate Rule 6A-10.081.
Advanced	Board & Leadership Communication	Summarizing audit findings or policy impacts	Summarize this audit finding into a concise paragraph for a board agenda.
Advanced	Strategic Planning	Structuring initiatives (stay interviews, volunteer programs)	Create tiered stay interview questions by years of service.

Start small. Use AI to save time on tasks you already do every day. As you grow more comfortable, move toward strategic uses that strengthen your leadership impact. Remember — AI helps with words, but you bring the wisdom.