

# Leveraging AI in Human Resources

## Real AI Prompts from a Real HR Director

This handout highlights real work-related ways AI has supported my HR role from August through March. These examples reflect practical district-level use in employee relations, board communication, policy development, training, process design, and data analysis.

### Employee Relations & HR Compliance

- Rewrite this employee discipline letter so it is professional, clear, and aligned with Rule 6A-10.081.
- Draft a follow-up email assigning an alternate work location pending investigation.
- Revise this reassignment email so it is direct, professional, and appropriate for progressive discipline.
- Draft a professional notice regarding a 29-day leave related to a disqualifying offense under F.S. 435.02.
- Rewrite this exemption request letter so it is clear, direct, and explains the process under F.S. 435.07.
- Draft a factual follow-up email documenting a difficult complaint conversation, including the concern raised and next steps.
- Help me document this parent complaint call in a professional, factual manner.

### Audit, Board & Leadership Communication

- Summarize this audit finding into a concise, professional response suitable for a board packet.
- Rewrite this audit response so it is clearer, more professional, and easier to present publicly.
- Draft talking points for a board meeting regarding this audit or investigation item.
- Turn this lease into a one-page board summary highlighting key terms and fiscal considerations.
- Condense this issue into board-ready talking points that are factual and easy to follow.

### Compensation, Staffing & Organizational Planning

- Draft an MOU for supplements using tiered thresholds and clear eligibility language.
- Create a board letter requesting additional compensation for training completion, including rationale and fiscal note.
- Summarize this proposed staffing change in a way that is appropriate for leadership review.
- Draft a professional employee notification letter regarding placement, transfer, or reassignment.

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- Help me explain this budget review exercise to staff in a clear and professional email.

## Policy, Procedure & Process Design

- Summarize this statute or board policy in plain language for employees.
- Revise this hybrid work procedure to clarify that it applies only to temporary, extenuating circumstances.
- Create a step-by-step process guide for Workers' Compensation when HR staff are unavailable.
- Outline a workflow for volunteer fingerprinting or reimbursement that schools can follow easily.
- Help me turn these rough notes into an SOP or administrator-facing guidance document.

## Training, Ethics & Professional Development

- Create realistic ethics scenarios that could support training under Rule 6A-10.081.
- Develop a progressive discipline guide or one-page handout for administrators.
- Create review questions or reflection prompts for an ethics or compliance session.
- Help me structure a presentation toolkit with slide ideas, talking points, and handouts.
- Draft professional discussion prompts for HR or leadership training.

## Recruitment, Communication & Event Support

- Write a professional but engaging email or social media post promoting this event.
- Draft a reminder email to presenters with deadlines, materials needed, and a professional tone.
- Create sponsor thank-you language that is polished and encouraging for future partnership.
- Draft a conference speaker invitation asking about availability, fees, and accommodations.
- Rewrite this email so it sounds professional, warm, and concise.

## Data, Visuals & Strategic Analysis

- Suggest how to present this salary data visually so it is clear and equitable.
- Create a salary comparison chart highlighting our district and showing min, max, and median.
- Help me explain the story behind this salary data for a board presentation.
- Organize this information into a comparison table, one-pager, or visual summary.
- Turn this complex information into a concise executive summary.

**AI helps with words, but I bring the judgment, context, and human side of HR.**