



ChatGPT For Recruiters: An AI Playbook for Fewer Chores and More Human Touch In Recruiting

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01. Introduction

Introduction

In the fast-paced world of recruiting, where efficiency and meaningful connections are key, AI has emerged as a game-changer. It's no longer just about working harder—it's about working smarter.

This guide delves into how ChatGPT can empower recruiters by automating repetitive tasks, allowing you to dedicate more time to what truly matters: building genuine relationships with candidates.

Crafted by my team of expert AI engineers, this playbook offers tried-and-tested prompts designed to save you time and make your recruiting process more efficient. These prompts are built to deliver consistent, reliable results while addressing one of the biggest concerns—data privacy. We've ensured you'll learn how to use ChatGPT responsibly, safeguarding sensitive information and preventing any data leakage.

But the value doesn't stop at recruiting. The principles outlined in this book extend beyond, helping you apply ChatGPT to a variety of tasks. As AI continues to transform industries, embracing

its potential early will prepare you to excel in a future where humans and AI collaborate seamlessly.

Imagine a future where mundane, repetitive tasks are automated, giving you more freedom to focus on the personal, human side of your role. This is the promise of AI—a tool to enhance, not replace, our humanity.

We're living through a cognitive revolution, and we're privileged to be part of it. The earlier we adapt, the greater our advantage.

So, let's dive in and explore how AI can elevate your recruiting efforts, creating a more efficient and engaging experience for both recruiters and candidates.

The future starts now—let's embrace it together!

Without further ado,

Alex Louizos

AI engineer, CEO

[Manxmachina](#)



Alex Louizos studied as a medical doctor but found his passion in AI engineering in 2007 and followed this career path. He has been designing and building AI systems for many companies including Fortune 500 since 2009. He is the main author of 4 international AI patents. Alex has extensive experience with recruiting in his companies and built AI to increase the efficiency of recruiting operations which led to the creation of [ManXmachina](#).



02. AI and ChatGPT Made Easy: A Friendly Guide to Understanding Large Language Models

AI and ChatGPT Made Easy: A Friendly Guide to Understanding Large Language Models

Large Language Models (LLMs), like ChatGPT, represent a fascinating and rapidly evolving area of artificial intelligence (AI). These models have revolutionized the way we interact with technology, enabling machines to understand, generate, and engage in human-like conversations.

But what exactly are LLMs, how do they work, and why are they considered so groundbreaking?

This chapter explores the fundamental concepts behind LLMs, their relationship to artificial intelligence, and their practical applications. It delves into how they process and generate text, their role in generative AI, and their ability to incorporate logic and creativity.

Additionally, it highlights the transformative potential of LLMs, their current limitations, and the ethical considerations associated with their use. From addressing text hallucinations with sneaky inaccuracies to ensuring privacy and reducing biases, the guide offers insights into using and building LLMs responsibly.

Whether you're curious about the technology powering tools like ChatGPT or interested in leveraging LLMs for tasks like translation, creativity, or recruiting automation, this overview provides a comprehensive introduction to the capabilities and challenges of this cutting-edge AI innovation.

Let's get started!!!



Are Large Language Models (LLMs) Artificial Intelligence (AI)?

Yes, artificial intelligence is a term that encompasses all of the ways we can make a computer have logic and think and make decisions. LLMs is a technique to build artificial intelligence that can process mainly text and produce responses as text but can also create images.

What are LLMs (Large Language Models)?

If you've ever asked Siri a question, used Google Translate, or chatted with an AI assistant, you've already experienced LLMs! But what exactly are these mysterious "Large Language Models"?

In the simplest terms:

- LLMs are a type of AI that can read, write, and understand human language
- They are trained on massive amounts of text data (think of everything from books and articles to social media posts).
- This training helps them learn patterns, words, and sentences so they can answer questions, write essays, or even have conversations like a human would. Imagine a very smart parrot that's read almost every book in the world. When you ask it something, it can respond based on all the information it's read! The resemblance to a parrot is a very important one to help us understand the capabilities and limitations of this technology.

How Do LLMs Work? And are LLMs the same as Generative AI (GenAI)?

Let's break this down with an analogy of how things work:

The Brain of an LLM: Think of an LLM like a giant "library brain." It doesn't memorize every single book, but it remembers the patterns and ideas from all the books it's read.

Learning the Language: When an LLM reads through text data, it learns which words go together, how sentences are structured, and what different phrases mean. It's like a child learning a language by listening to adults talk.

Generating Responses: When you ask an LLM a question, it uses what it's learned to predict the best response. It's not thinking like a human, but it's making a very good guess based on patterns it's seen before. They can also create new content, like writing stories, making poetry, or even helping with coding. This is why they're called "generative AI" – they can generate new things, not just repeat what they've seen before. LLMs are the powerhouse of Generative AI.

Some names of LLMs that are Generative AIs are ChatGPT (OpenAI), Gemini (Google), LLama (Facebook), Claude (Anthropic), and others.

Does current AI have memory? Can it learn and evolve by interacting with us?

Yes, current LLMs can create a database that memorizes prior interactions. It's like having a friend who gets to know you better over time. For example, they remember how you like your coffee and suggest activities you might enjoy. Or remember what your writing style is, and can default to writing the way you want them to.

This memory feature though can lead to privacy issues. According to the terms and conditions of most of those models, any data we share with them can be used for further training the models.

There are 2 ways to deal with these privacy concerns:

1. When we use these models through the web we should turn on the privacy settings so no data are used for their training. This is very important especially when we handle private data e.g. candidates' resumes. We will show you how to set up privacy mode in ChatGPT in the next chapter.
2. We can set up and use these LLMs locally or in a private cloud. This is an advanced solution that takes engineering time and resources but it is the most effective and bulletproof way to deal with private data.

Why Are LLMs a Big Deal?

- They Save Time: Need a quick answer to a question or to automate a repetitive task? LLMs can help instantly.
- They Break Language Barriers: With translation capabilities, LLMs make it easier for people from different cultures to communicate.
- They Assist in Creativity: Whether you're writing a novel, composing a song, or designing a new app, LLMs can help you brainstorm and bring your ideas to life.
- They can incorporate logic: When you build LLMs a certain way they can incorporate logic in their answers that can help you automate complex tasks

What Should We Be Careful About When Using LLMs?

As exciting as LLMs are, there are a few things to watch out for:

- They're Not Always Right: Sometimes LLMs might give incorrect or misleading answers because they don't truly "understand" the world like humans do. They just make predictions based on patterns. This is called "hallucinations" and they can be misleading and very difficult to predict. There are cases where people have used LLMs for legal cases and have gotten responses with hallucinations

that are very difficult to verify even for legal experts.

- **Bias in Responses:** If the text data used to train an LLM has biases (like stereotypes or incorrect information), the AI might reflect those biases. It's like a child picking up bad habits from the wrong influences. A lot of effort is put into practice to make sure that the LLM outputs are not inherently biased and that the training content does not contain inappropriate inputs or that the generated content is inappropriate.
- **Privacy Concerns:** LLMs can remember patterns from the data they've seen, so it's important to use them responsibly and protect sensitive information. This is very important for mission-critical use cases e.g. in law or medicine where LLMs can be forced to output personally identifiable information when they were trained with this data and get asked a certain way for this output. Privacy when building LLMs for data-sensitive use cases is a very important aspect for engineering purposes.

How can we avoid hallucinations of LLMs?

There are many proposed ways to avoid getting wrong hallucinated responses from LLMs. The best way to achieve this is with

the use of multiple LLM Agents. An agent is an LLM who is trained to behave like an expert only in a specific part of the task. Many agents can collaborate and produce output that cannot be achieved otherwise with a single non-expert LLM.

Another way to avoid hallucinations is to use the so-called Retrieval Augmented Generation (RAG). In simple terms, RAG is intended to force the LLM to use only a specific corpus of text when generating responses to avoid imagining any parrot-like content from its large memory of texts.

The best way to avoid hallucinations when developing applications with LLMs is to create a test for your LLM tasks. Specific inputs should be creating specific outputs. For example, if you pass the same CV to an LLM the report output and score should always be the same. Whenever you change any parameter while developing this technology the test should be passed again. This is called Prompt Driven Test Development and is becoming the most important part of developing applications with LLMs that are consistent and safe.

What can LLMs do well today?

When engineered the right way with tests for consistency and special techniques to avoid hallucinations LLMs can perform well in specialized tasks that are repetitive

and mundane for a human performing them. They cannot be used out of the box e.g. take a ChatGPT and use it to make diagnoses. With special engineering though they can be very effective even in relatively complex tasks.

The Future of LLMs

The technology behind LLMs is improving every day. When built by skilled people aware of the limitations and with the right guardrails we can currently build very smart assistants that take relatively complex and repetitive tasks and automate them.

We are not yet to the point of having a medical doctor or a lawyer in our pocket.

My personal opinion is that LLMs will be used to take menial, repetitive tasks that require noncomplex logic away from our everyday jobs and elevate us to focus more on human touch and management. For example in recruiting by taking away all the repetitive tasks we can have more time to interact with candidates and build trust with them to convert them to applicants.

Final Thoughts

LLMs are like supercharged language tools. They're changing how we interact with technology and opening up exciting new possibilities. Whether you're using them to write, chat, or learn, they're here to make our lives a bit easier – as long as we remember that they're still learning, just like us.

In a nutshell: LLMs are like really smart parrots that have read a lot of books. They can help us with almost anything involving language, and they're getting better all the time!

So the next time you talk to an AI, remember – you're having a conversation with one of the coolest and most complex technologies out there. 🧠🗣️💬 Just be aware that they are just parrots and if you want to build a complex technology with those you need to avoid parrot-like hallucinations and build guardrails to make them behave predictably.



03. The Anatomy Of The Perfect ChatGPT Prompt

The Anatomy Of The Perfect ChatGPT Prompt

By now you know what ChatGPT exactly is behind the scenes of the magic and hype that comes with it: It is a parrot with a huge memory that can process what you ask it and fill the blanks in a way that mimics intelligence.

The question of “Is ChatGPT really intelligent” is a philosophical question that sparks debates that are not the goal of this ebook. Maybe intelligence is exactly this, the ability to predict based on input data, maybe it's not, but I am sure we will have the answer to this question during our lifetime based on the progress I have seen in AI since 2007 that I have been working with it.

With the knowledge of ChatGPT being a parrot with a huge memory, we possess the basic principles of interacting with it in a way that can help us get the most out of this intelligent tool.

Imagine that this memory of this parrot is a huge maze with billions of rooms. To get the best answer out of it you will need to refer to a certain room that will be the starting point of its journey towards getting the best answer.

By understanding this we get our first principle of the perfect ChatGPT prompt:

Assign a role to ChatGPT

How it helps: ChatGPT has memorized a lot of information from experts in many fields. By giving it a specific role, you can help it mimic the specific expert tone and find the right expert pathway toward your answer.

How it's done: We should be very specific to the title of the role we assign to it and give details about what this role is.

For example, in our recruiting case, the prompt should **start** like this:



You are a recruiter with many years of experience.

With this starting prompt you give ChatGPT a pathway to find its starting point within its huge memory and start producing prompts that are more effective and realistic.

And by prepping the ChatGPT with a role we move to the next step of our process for the perfect prompts:

Create a Backstory for ChatGPT

How it helps: The backstory further supports the role that we gave to ChatGPT and gives it a specific tone and behavioral characteristics. If the role is the vehicle the backstory is the driving style to guide ChatGPT in the creation of the output. In our case, the behavior we need to achieve is more humane and bias-free because we mention the importance of people in our recruiting process.

Here is an example **backstory** for a recruiter case:



As an experienced recruiter, you are rewarded by connecting individuals with opportunities that can transform their careers and lives. You feel the thrill of sourcing top talent and the satisfaction of building strong relationships. You are motivated to find the best in people. You are free from gender, ethnicity and other biases and you are rewarded by finding the best people that can achieve excellence in their job.

By now we have a starting point (role) and a general navigational map (backstory). Let's start pointing out the direction we need ChatGPT to take.



Give a Goal to ChatGPT

How it helps: Imagine the role and the backstory as the vehicle and the compass and the goals as the exact direction ChatGPT should follow.

The goal also should be descriptive and specific and it will help it navigate the task without drifting i.e. creating hallucinations which are, basically, imaginary paths that ChatGPT follows when it doesn't know exactly what the goal of the prompt is.

Let's make an example of a specific **goal** for ChatGPT.



Your goal is to screen candidates for a specific job description and provide specific and non-biased feedback on the resumes that will help me find the best candidates for the job.

Be strict on the requirements of the job description and do not provide any suggestions for improvement for the candidate just the factual check of the requirements versus the resume of the candidate.

Important Tip: Remind ChatGPT to stay factual and not stray by imagining things to help it finish the prompts.

ChatGPT is trained to be very positive on the feedback/answers it provides which leads to better emotional connection with the users. But in our case, we need to be bias-free and factual when screening resumes. Thus we need to remind ChatGPT to stay factual and not imagine anything or provide suggestions.

Now that we have the directional goal let's move to the next step of the perfect ChatGPT prompt

Give a Task To ChatGPT

Now that we created the parameters of the role, the backstory, and the goal, we prepped the ChatGPT to give us the best possible response based on the data we will provide to it.

We have the role and the backstory which are the vehicle and compass, we have the goal which is the exact directions now we need a destination which is the Task.

In this section, we describe exactly what the task is for it to execute and what data we are going to provide. Plain factual statements with an accurate task description.

Here is an example of a **task** description for our prompts:



Here is a PDF of the resume of the candidate and a PDF of the job description we are recruiting for. Your task is to analyze the resume and the job description and give me a report on the fit of the candidate for the specific job. The expected output I need you to provide is described below

And this leads us to the final step of the anatomy of a perfect ChatGPT prompt.

Describe the Expected Output to ChatGPT

This is the final and very important step to our perfect prompt.

This is the line-by-line directions of our destination. We need to provide specific instructions to ChatGPT so we get a very concise and standardized output.

This can help us operationalize our prompt for repeat usage and get very concise output that we can use to further process our results e.g. in an Excel spreadsheet.

In our example here's how the **expected output** should be described in our prompt:



The expected output I want you to provide is a table with the following rows:

Candidate's First Name: The first name of the candidate

Candidate's Last Name: The last name of the candidate

Candidate's Email: The email of the candidate if available or "Not Available" if it is not available

Candidate's Phone: The phone number of the candidate or "Not Available" if it is not available

CV Analysis: Your analysis of the candidate's resume and the factual information about the fitness of the candidate for the job based on the job description provided

Fit Score: A score from 1 to 10 with 10 the score for the perfect candidate and 0 the score for a candidate that does not meet the requirements at all. You can use decimals if needed to provide this score.

In a Nutshell

These prompt guidelines are based on how ChatGPT is built and trained. It helps us get the best and most concise answer and it also helps us standardize the output so

we can automate our work and make this prompting process repeatable.

Here is a mnemonic to help you remember the Anatomy of the Perfect Prompt:

Really **B**rilliant **G**oals **T**ake **E**ffort.

You can also remember it as:

R =	Role	→	The vehicle
B =	Backstory	→	The driving style
G =	Goal	→	General direction
T =	Task	→	The exact destination
E =	Expected Output	→	Line-by-line directions to get there

What Are The Limitations of ChatGPT

MEMORY OF PRIOR INTERACTIONS

ChatGPT has a memory of your interactions with it. If you shared a ChatGPT account with e.g. your family then it might remember that you like e.g. lemons and this will affect the responses that you get from it.

A good practice is to either use a dedicated ChatGPT account for your work and set it up in a way that has no previous

memory of interactions with you or you can always start your prompt with the following:



Forget all your memory of our previous interactions and respond to this prompt with no memory of what we have discussed till now.

This will help you get more consistent responses from ChatGPT that are not affected by what it knows about you.

PRIVACY CONCERNS

Sharing candidates' resumes with the OpenAI servers is not compliant with privacy laws. In the next chapter, I will show you how to force ChatGPT to not use the data you provide to it for training its models so you are compliant with privacy laws.

HALLUCINATION CONCERNS

Although creating your prompts as we described reduces the hallucinations a lot, you might still notice that the output might contain nonfactual information which is the definition of hallucination.

The only way to avoid this is to be very strict when forming your prompts' instructions. A prompt of the type: ***"Here is a CV and here is the job description, give me the fitness of the candidate for this job"*** is a recipe for hallucinations and bad output.

Although ChatGPT4, especially the version with Web Search, is very resistant to hallucinations you should always keep this probability in mind. It sneaks in very covertly and can create issues.

If you follow the instructions for the anatomy of the perfect prompt you will reduce the nonfactual elements of the response (hallucinations). But always keep in mind this fact and if something sounds a bit weird as a response always double-check on your own.

There are advanced ways to reduce hallucinations further but are very software engineering-heavy. One way is to use AI Agents which are separate instances of AI models that perform a very specific task. This way the model does not drift when trying to create the response that you need especially in cases where many smaller tasks are involved.

Another way is to force the models to use only a specific corpus of text when producing responses which is called RAG as a method. This will force the AI model to stick to the corpus of text provided when producing output and not drift. This is very important for critical use cases like law and medicine where hallucinations can be dangerous.

In a nutshell, the perfect prompts will help you get the most out of ChatGPT but always keep in mind that there are possibilities for imaginary non-factual responses (hallucinations) so follow your instinct, and if something looks fishy or weird, dive deep into it and double check with your human eyes.

NON CONSISTENT RESULTS

This is a more common and important element than hallucinations.

ChatGPT is a stochastic AI model meaning it works with probabilities to produce the next word in the response. This means that if you run the same prompt with the same data, your responses will not be the same word by word.

With certainty, you will get variations of the same output. By engineering your prompt as we discussed you will force the model to provide meaningful output consistently rather than keep the meaning of the output the same word by word which is not doable without RAG.

If you do not use the Anatomy of the Perfect Prompt you will notice inconsistent and different responses every time you prompt ChatGPT with the same data.

HOW TO ENSURE CONSISTENT RESULTS FROM CHATGPT ANSWERS

Before finalizing a ChatGPT prompt that will work for you and produce the output you need, test it a few times with the same input and see if you get almost similar results. There are always going to be minor variations on the results but the output should have the same meaning and it should not be extremely variant.

For example, if you pass the same CV and job description you expect the score to be a bit variant. But your threshold of variance should be low. When you run the CV once you will get 3/10 and then when you rerun it you might get 4/10. Variations like that are acceptable, depending on your own needs. But you should never get an 8/10 fit score for running the same CV for a second time through the same prompt while the first time you got a 3/10 fit score. This means that your prompt needs work because it produces inconsistent results.

If you get extremely variant results then you need to fix your prompt.

There is a method to fix your prompts which is called Prompt Driven Engineering and is very important for creating AI products. It is also very important for anyone that needs to effectively use ChatGPT without the risk of producing erroneous results.

There is a methodology for Prompt Driven Engineering.

One thing you can do is to freeze the prompt that provides consistent results for you (meaning acceptable variance) and then create a test dataset with the expected results of running these prompts.

For example, create a list of 10 CVs and 1 job description and run the prompts. Keep a record of your results. If at any point you decide to change the prompt run the test with these 10 CVs and see if you get lots of variance versus your previous prompt. If you get similar results but e.g. better responses then you are good. If your results are very different than the previous frozen good prompt then rethink your prompt and re-engineer it before you use it.

Hope you enjoyed this chapter and found the principles of effective prompts useful.

In the next chapter, we are going to go through the steps of setting up a ChatGPT account with the right privacy settings so we do not leak any private data to OpenAI.

It's a short chapter before we move to the awesome examples of ChatGPT prompts for recruiting that can help you save time and reduce chores in your work!



04. Setting up ChatGPT With Privacy in Mind

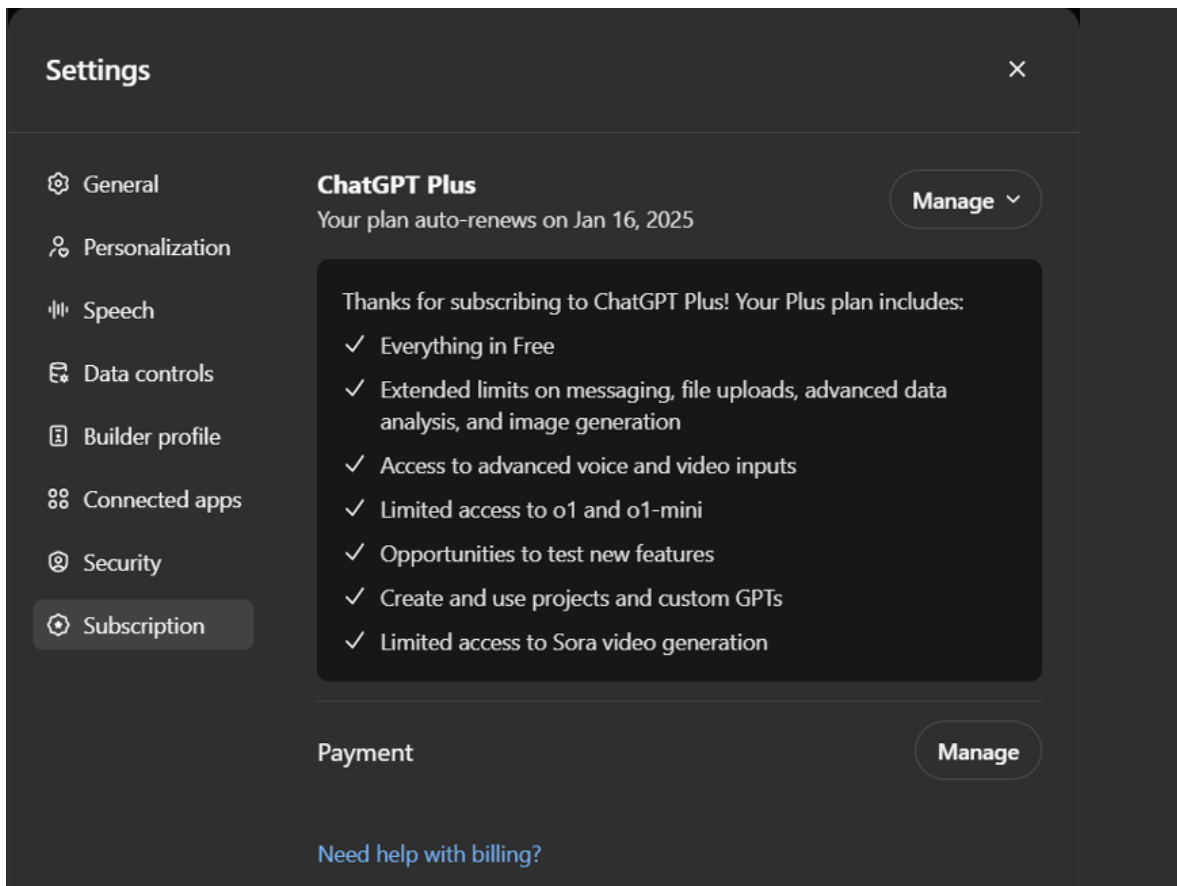
Setting up ChatGPT With Privacy in Mind

To take advantage of your prompting skills it is good to create an account with ChatGPT if you do not have one already and upgrade to a personal account that costs \$20/month.

It is well worth it for the time savings you will achieve by using the right prompts

to get consistent results that are useful for your work.

You can upgrade to a personal paid account by clicking on the profile icon on the top right of the ChatGPT website after you create a free account and then go to **Settings → Subscription**

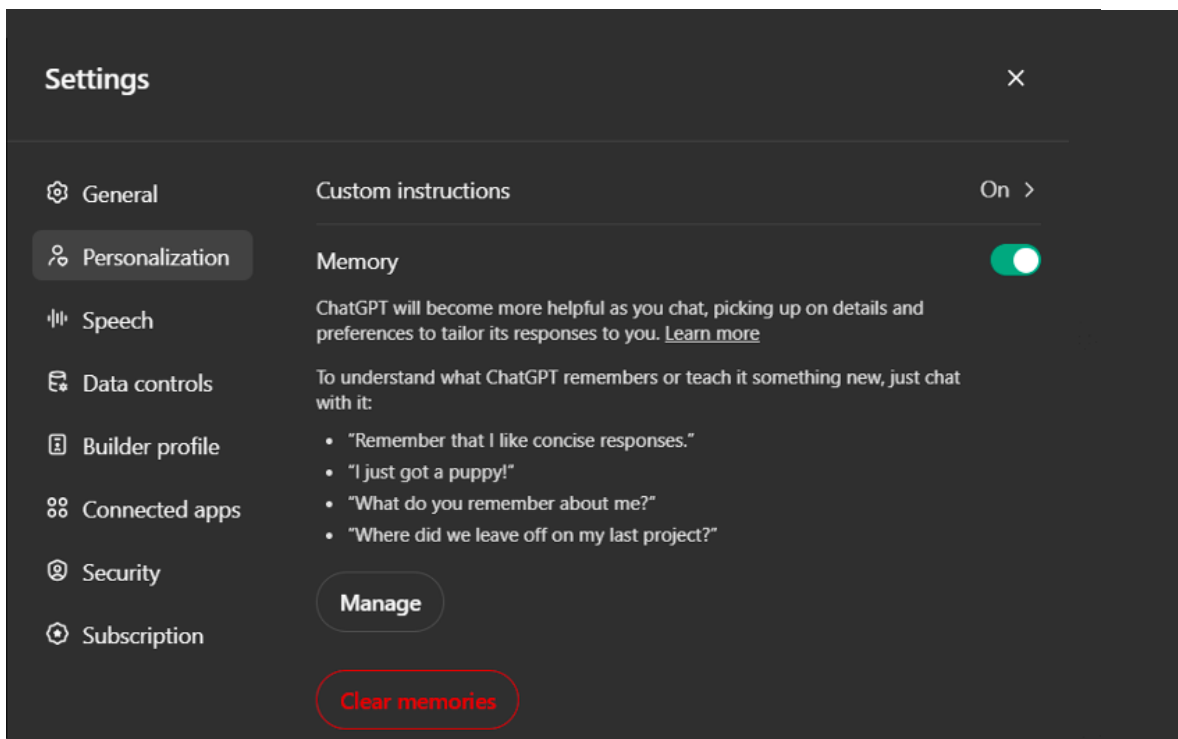


Enabling Privacy To Protect Your Data

To use ChatGPT in private mode i.e. no personal data are used for the model training in the future you need to go to **Settings** → **Personalization** and turn the **Memory** option to **OFF**.

It can also be helpful if you choose to clear any memories of the past so that the model does not leak any private information.

Another step to ensure privacy is to go to **Settings** → **Data Controls** and turn **OFF** the **Model Improvement**. This way you will



effectively turn the ChatGPT to incognito mode so your data are not going to be stored in their servers for further training.

And that's all.

You can now use ChatGPT with privacy and without any prior memories affecting its output.

As I promised you this was a short chapter. Let's move forward with examples of

awesome prompts that can help you reduce the manual work for your recruiting efforts!

Can't wait to share them with you.

In the next chapter, we are going to create a prompt to help you generate a great, enticing job description for your job postings!

Let's get started!!!



05. ChatGPT Prompt to Help You Generate An Awesome Job Description

ChatGPT Prompt to Help You Generate An Awesome Job Description

We are going to use the methodology we described in the Anatomy of the Perfect Prompt chapter to create this prompt.

Job Description Generation Prompt



ROLE

You are an experienced recruiter with many years of experience under your belt.

BACKSTORY

You have created many effective, exciting, and enticing job descriptions that helped many companies attract and find the right talent to fill important roles in the companies you recruit for. Your unique talent is recognizing that a job description is the top of the funnel for the candidates and it should be exciting, promising, and accurate in terms of requirements for the role

GOAL

Your goal is to create a very effective job description to help the company attract the right talent for this role.

TASK

To create a great job description follow these steps:

1. Research the company on the internet. The name of the company is **"Company Name"**.
2. Find any relevant info about the company and keep notes of the exciting things about the company and its culture along with the facts that will help the candidates advance their career goals through the company.



3. Research the title for the job position on the web and find the requirements that a candidate should have in order to be successful in this role. Be specific about these requirements as it will help us attract the right candidates. The job position title is “**Job Position Title**”. Research the internet if needed to gather these requirements.
4. Make sure that you use bias-free and inclusive language to create this job description. Do not use any stereotypes that are not appropriate.

EXPECTED OUTPUT

I expect you to create a very enticing and exciting Job Description.

Follow these steps to create it.

Title: The title of the role we are hiring for

The Company: Write an exciting description of the company and why it is going to be awesome for a candidate to work here. Use the research you have performed and mention the company’s culture and how this will align with the right candidates to feel welcome and advance their career.

Requirements: Write here the requirements that you researched online about the specific job title. Be specific about what is needed to get the job done for this specific position.

Benefits: Write here the benefits the company will provide to the candidates. The benefits we provide are: “**Benefits**”

Commitment to Diversity and Inclusion: Write a short paragraph about our commitment to diversity and inclusion as a company specifically for our hiring practices and the company’s culture

Finish with an inviting and exciting call to action calling the candidates to apply.

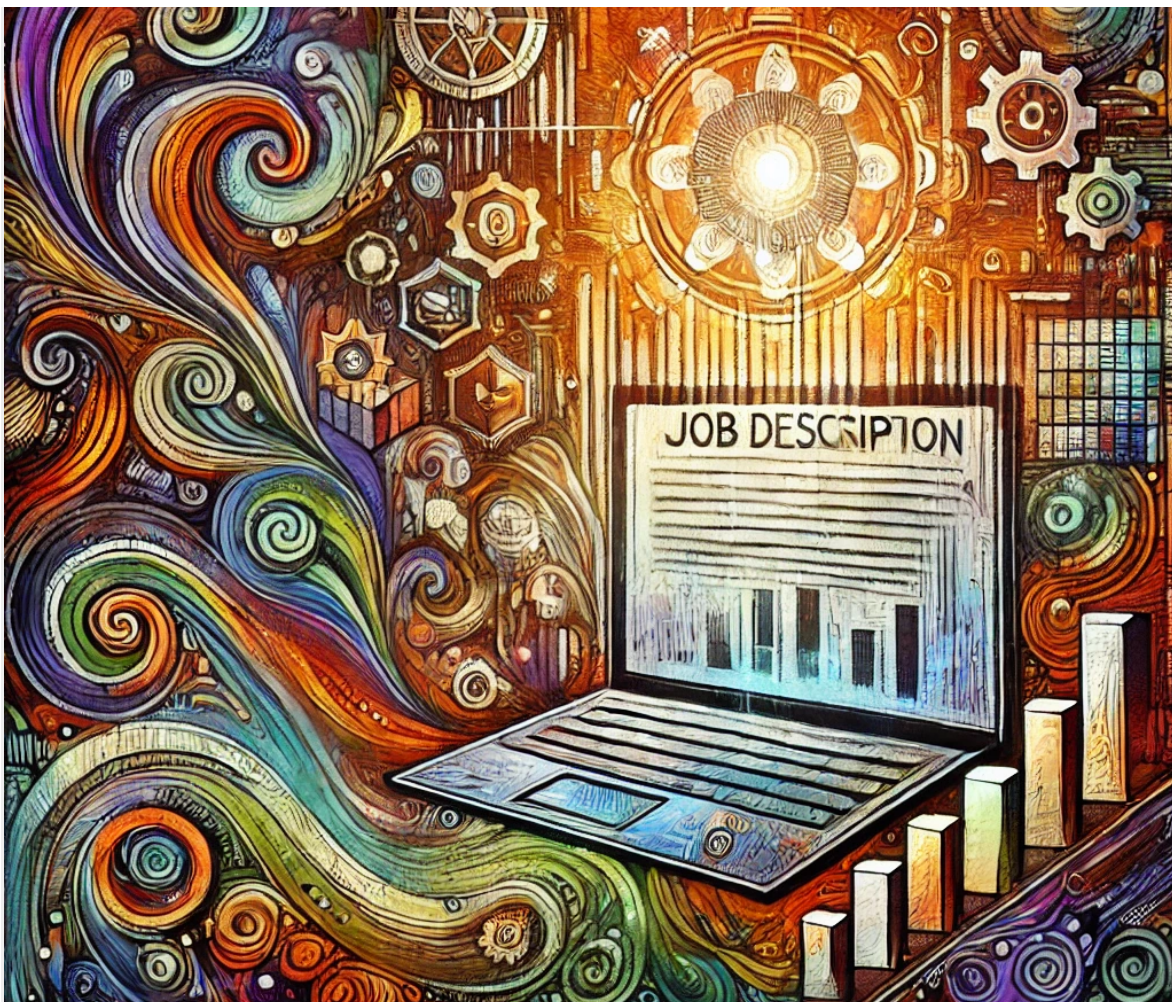
This prompt will give you a very nice and personalized start for creating a Job Description. Remember to give the inputs needed that are within quotes and in bold in the prompt above: **“Company Name”**, **“Job Position Title”**, and **“Benefits”**.

Test this prompt and let me know if you get good results. It worked for me when I started experimenting with AI in recruiting for my AI engineering consulting company.

Feel free to create a different backstory in the prompt that has more of your experience and character in it. You will be impressed with the customization and how much it will be closer to what you would create for a Job Description.

Looking forward to your feedback after you test this prompt.

You can shoot me an email at alex@manxmachina.com or connect with me on [LinkedIn](#) here.



Want To Test Even More Advanced Ai?

With my team of AI engineers, we created an advanced agentic AI framework to help you get even more juice from AI.

AI agents are specialized AIs that work to produce a very specific output in a niche task. Breaking the task at hand into smaller tasks with each one completed by a specialized AI agent makes the process more efficient, more accurate, and more consistent.

Here's what we built:

2 specialized AI agents are collaborating to produce your Job Description.

A Researcher AI agent is actively searching the internet to find relevant information about the company and the job requirements that you provide.

A Job Description Writer AI agent is optimized to behave as an experienced recruiter and uses the data provided by the Researcher Agent to create a job description that is tailored to the company and the job requirements you provide.

You will get 3 reports as a result of this intelligence process:

1. A company report with suggestions on how to leverage its unique angles to attract top talent.
2. A report on the most useful necessary skills and requirements that are used for the specific role you are hiring for.
3. A personalized optimized job description that is tailored to the company and the job requirements you provide.

You can test this agentic framework here: https://demo.manxmachina.com/job_description

Hope you find this tool useful and looking forward to your feedback, shoot me an email at alex@manxmachina.com

In the next chapter, we are going to create an effective ChatGPT prompt to screen a candidate's CV versus a specific job description. Lots of controversy has sparked online regarding this use case. Lots of candidates express their dissatisfaction with companies using AI to screen their resumes. They feel that the AI is biased and rejects them without reason.

For the next chapter, we took great care to build a ChatGPT prompt that will provide a bias-free and transparent assessment of the candidates. I believe that the future of this tool lies in transparency towards candidates so that they have the best experience while applying for jobs and an opportunity to improve their resumes while job hunting.

Let's get to it then!



06. A ChatGPT Prompt to Screen Candidates' Resumes And Create Transparent and Bias-Free Assessments

A ChatGPT Prompt to Screen Candidates' Resumes And Create Transparent and Bias-Free Assessments

This prompt is very useful as it can help us screen resumes for a specific job position. On average it doesn't take long to screen resumes (usually 1-2 minutes per CV max) but this prompt is very useful because it can help us create reports on the resumes that it screened so we keep a trail of our screening and be ready for any audits of our processes. It can also help us provide specific feedback to candidates if requested and more importantly, it can help us prepare for the hiring manager so we provide a concise report of the candidates we are forwarding to them.

The use of algorithmic CV screening with AI has caused a lot of controversy online. You can read more about it [in this](#)

[report from the Pew Research Center](#). In a nutshell, candidates do not feel good about algorithms screening them when they are applying for jobs, and are afraid that the AI might be biased.

We believe that algorithmic transparency like the one provided with this ChatGPT prompt is the future. It is good for us the recruiters and it is good for the candidates as it gives them a reason for their rejection or not and a chance to improve their resume. Most importantly, it is good for regulators that started [demanding regular audits of these algorithms](#) to deploy them in your recruiting practices.

Let's create the prompt following our Anatomy of the Perfect Prompt steps.

Cv Screening Chatgpt Prompt



ROLE

You are an experienced recruiter with many years of experience under your belt

BACKSTORY

You have worked for many years as a recruiter and screened hundreds of thousands of resumes for many types of job descriptions. You have an eye for detail and can match the requirements of the job positions to the candidates' resumes. You are very concise in your screening and have no biases when it comes to candidates. You focus only on the skills of the resume and you can project if a candidate would be a good fit for the job position based on facts mentioned in the resume.

GOAL

Your goal is to screen the candidates' resumes and provide a report of the fitness of the candidate for the specific job description.

TASK

The candidate's resume is uploaded as a PDF. The job description is provided here: "[Job description](#)". Provide your report as outlined below:

EXPECTED OUTPUT

Create a table with the following rows:

Candidate First Name: The candidate's first name

Candidate Last Name: The candidate's last name

Candidate's Email: The email of the candidate from the resume.

Candidate's Phone: The phone number of the candidate from the resume.

Fit for Job Report: Present here your analysis of the fit or not of the candidate for the specific job description. Do not forget also to include soft skills in your analysis.



Use the following format to provide your Fit for Job Report:

Requirement 1: Your analysis of how well the candidate fits this requirement or not. Provide an individual numeric score from 1 to 10 for how good the fitness of the candidate is.

Requirement 2: Your analysis of how well the candidate fits this requirement or not. Provide an individual numeric score from 1 to 10 for how good the fitness of the candidate is. Do not hesitate to use decimals for this score if needed.

Requirement n: Your analysis of how well the candidate fits this requirement or not. Provide an individual numeric score from 1 to 10 for how good the fitness of the candidate is. Do not hesitate to use decimals for this score if needed.

...

Overall analysis of the candidate: Your overall assessment of the candidate for this job position based on the analysis of the above requirements

Fit Score: Your average of the scores of the above scores for each requirement.

Give it a try. Upload a resume of a candidate, provide a job description, and test it out. Does it create a transparent and non-biased report for the candidate? Do you find this helpful?

Try running it many times with the same candidate and job description. Do the results seem consistent to you? This is a good metric for how good a prompt

is. The output should be consistent and make sense.

Test it with an irrelevant PDF document that is not a resume. How does the AI react? Isn't it impressive?

Looking forward to your feedback, just shoot me an email at alex@manxmachina.com

BORED OF COPYING AND PASTING PROMPTS TO CHATGPT?

We developed a demo app for you to make this easier. Just upload the PDF, copy and paste the job description and you will get the output in your browser. We do not keep any data in our servers so your data are secure and stay private.

Feel free to access our CV screener app for free here: https://demo.manxmachina.com/cv_screening

We tested our AI agents extensively to provide transparent and non-biased reports for the candidates screening. This will be very helpful for risk minimization against a potential government audit and also for providing you with the right reports to forward a great candidate to the hiring manager.

We also did consistency tests so that the reports are reliable and the model results do not fluctuate.

Give it a try here: https://demo.manxmachina.com/cv_screening





07. A ChatGPT Prompt To Create A Personalized Email Sequence For Scouting Passive Candidates

A ChatGPT Prompt To Create A Personalized Email Sequence For Scouting Passive Candidates

Scouting passive candidates is a critical strategy for recruiters aiming to attract top-tier talent in today's competitive job market. Unlike active job seekers, passive candidates are already employed and not actively looking for new opportunities, but they often represent highly skilled, experienced professionals who can bring significant value to an organization.

By proactively identifying and engaging with this talent pool, we can tap into a broader range of candidates who may not otherwise consider a career move. This approach not only ensures access to high-quality talent but also strengthens an organization's long-term workforce planning, enabling companies to stay ahead of hiring needs and secure individuals who align with their goals and culture.

Personalizing scouting emails is essential for capturing the attention of passive candidates and increasing response rates. Generic, cookie-cutter messages are often ignored, whereas tailored emails that reference a candidate's specific skills,

achievements, or experiences demonstrate genuine interest and stand out in their inbox.

This personalized approach builds trust and makes the opportunity more appealing, significantly improving engagement. However, crafting individualized messages can be time-consuming, as it requires thorough research and thoughtful communication. Despite the effort, the investment in personalization is well worth it, leading to stronger connections and better recruitment outcomes.

With these thoughts in mind let's create a ChatGPT prompt that will get a LinkedIn profile of a candidate and return us a personalized sequence of emails tailored to this specific candidate inviting them to apply for a specific position.

Here's an enhanced, detailed prompt including all the key elements of the Anatomy of the Perfect Prompt (Role, Backstory, Goal, Task, and Expected Output).

ChatGPT Prompt for a Personalized Sequence of Passive Candidate Scouting Emails



ROLE

You are an expert recruitment assistant skilled in crafting highly personalized outreach emails for passive candidates. Your approach is thoughtful, engaging, and data-driven, focusing on the candidate's background, achievements, and career aspirations.

BACKSTORY

You are a recruiter looking to hire for a specific position and want to reach out to passive candidates on LinkedIn. The candidates are not actively looking for jobs, so I need to make a compelling case to grab their attention and demonstrate the value of the opportunity. Personalization is critical because generic messages are often ignored, and I want to stand out by showing genuine interest in their unique skills and experiences.

GOAL

Create a three-email personalized sequence to invite a passive candidate to explore a specific job opportunity. The messages should engage the candidate, highlight why the position is relevant to them, and encourage them to respond or show interest.

TASK

Using the candidate's LinkedIn profile and the job description, create:

1. Email 1: A personalized introduction that shows admiration for their accomplishments and invites them to explore the opportunity. Include why you believe the role is a good fit for them.
2. Email 2: A follow-up email that builds on the first, addressing potential career aspirations or pain points (e.g., growth, new challenges, meaningful work). Highlight specific benefits of the position.



3. Email 3: A final, polite check-in expressing continued interest, reaffirming the value of the role, and leaving the door open for a response.

EXPECTED OUTPUT

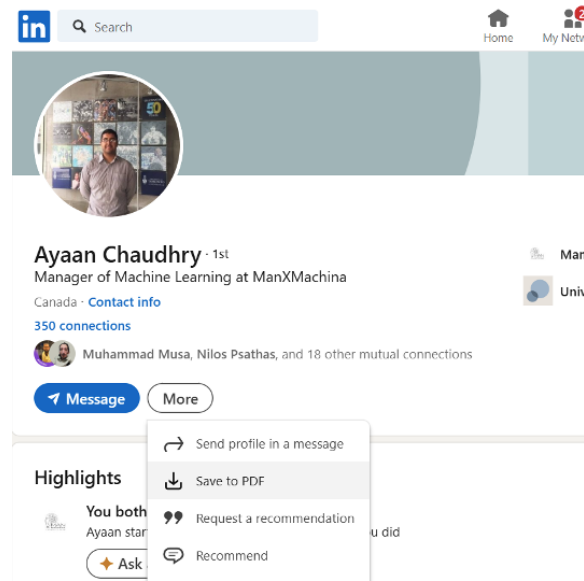
- A sequence of three emails that are professional, conversational, and personalized.
 - » Each email should feel tailored, referencing key details (e.g., candidate’s skills, company, achievements) while maintaining a warm and engaging tone.
- The sequence should be concise, clear, and include a call to action that makes it easy for the candidate to respond or express interest.

The Information I Will give you are the following:

- **A PDF with the LinkedIn profile of the candidate**
- The text of the job description: **Text of the job Description**

How to get a PDF of the candidate’s LinkedIn Profile

You can get a PDF of the candidate’s LinkedIn profile by clicking on “More” on a LinkedIn profile and then clicking on **Save to PDF** as shown in the image below:





Want To Test An Even More Advanced Ai?

We created an advanced AI agentic framework for personalizing email outreach to passive candidates. It works as follows:

STEP 1: A RESEARCHER AI AGENT

A Researcher AI agent is getting data from the LinkedIn URL and on top of that it actively searches the internet to find relevant information about the candidate and what makes them tick. e.g. any special projects and even hobbies or activities that the candidate enjoys.

STEP 2: A PERSONALIZED EMAIL WRITER AI AGENT

A Personalized Email Writer AI agent is optimized to behave as an experienced recruiter and uses the data provided by

the Researcher Agent to create a list of 5 emails that is tailored to the candidates along with the job description in a way that will entice them to apply.

WHAT YOU'LL GET

- 5 personalized and engaging email drafts.
- Emails tailored specifically to the candidate's interests and the job description.

Give it a test here:

https://demo.manxmachina.com/personalized_email_sequence

Looking forward to your feedback, just shoot me an email at alex@manxmachina.com



08. A ChatGPT Prompt For Drafting Effective First-Call Screening Questions With The Candidates

A ChatGPT Prompt For Drafting Effective First-Call Screening Questions With The Candidates

The first call with a candidate after identifying a strong resume is a critical step in the recruitment process. It serves as an initial screening to verify the candidate's qualifications, experience, and alignment with the role. This conversation helps us gauge the candidate's communication skills, professional attitude, and career goals, ensuring they are a good cultural and functional fit for the organization.

By asking targeted and thoughtful questions, we can clarify any resume

ambiguities, assess key competencies, and determine whether the candidate should proceed to the next stage. A well-conducted initial call saves time, streamlines the hiring process, and sets a positive tone for the candidate's experience with the company.

Let's create a great ChatGPT prompt to help us create these first call questions to effectively phone screen the candidate.



Prompt for Crafting Effective Screening Questions for Candidate Interview



ROLE

You are a recruiter tasked with conducting an initial phone screening to assess the suitability of a candidate for the open position.

BACKSTORY

You have received the candidate's CV and the job description for a specific role. The CV includes the candidate's skills, experiences, and achievements. The job description outlines the required qualifications, key responsibilities, and expectations for the position. However, some areas may need clarification, such as gaps in experience, mismatched skills, or ambiguous achievements. You are an expert in screening candidates, resolving any ambiguities and making sure that the candidates you pass to the hiring manager are going to be an excellent fit.

GOAL

Your goal is to identify whether the candidate possesses the necessary skills, experience, and alignment with the job's requirements to move forward in the hiring process. You also aim to resolve any ambiguities in the CV and ensure the candidate understands the role's expectations.

TASK

1. Carefully analyze the CV and the job description to identify any ambiguities, gaps, or inconsistencies.
2. Prepare a set of targeted, open-ended questions to address these ambiguities.
3. Develop general questions to assess the candidate's fit for the role, alignment with company values, and career aspirations.
4. Ensure the questions provide insight into the candidate's technical skills, soft skills, and overall suitability for the position.



EXPECTED OUTPUT

A well-organized list of questions that includes:

1. Clarification Questions: Questions addressing any ambiguities or inconsistencies between the CV and job description.
2. Skill-Based Questions: Questions evaluating the candidate's technical and soft skills relevant to the role.
3. Motivational and Cultural Fit Questions: Questions exploring the candidate's interest in the role, company, and alignment with organizational culture.
4. Behavioral Questions: Scenario-based questions to understand the candidate's problem-solving abilities and past experiences including soft skills that are needed for the job.
5. Readiness to accept job questions: Questions about the candidate's motivations and willingness to accept a potential job offer along with potential salary expectations and timing.

Example questions include:

- Clarification Question: "Your CV mentions a three-year gap in your career between 2018 and 2021. Can you share more about what you were pursuing during that time?"
- Skill-Based Question: "The job description emphasizes advanced project management skills. Can you provide examples of tools or methodologies you've used in previous roles?"
- Motivational Question: "What interests you most about this role, and how does it align with your long-term career goals?"
- Behavioral Question: "Can you describe a time when you faced a significant challenge in your work and how you approached resolving it?"

Data input: I uploaded the **CV** as a **PDF** and here is the job description:

“Job Description”

You can try this prompt for different candidates and job descriptions. It will automatically recognize any question marks about this candidate and create relevant questions to fill in the blanks. I find it very useful when phone screening candidates.

As we conclude this chapter, it's clear that the success of an initial screening call lies in preparation and precision. By leveraging tools like ChatGPT and creating thoughtful prompts, we can craft targeted questions that uncover a candidate's true potential, address ambiguities, and assess alignment with the role.

This process not only ensures a smoother hiring journey but also demonstrates professionalism and care to candidates, leaving a lasting impression. Equipped with

these strategies, we can make the most of every conversation, setting the foundation for successful hires and fostering a positive recruitment experience for all parties involved.

Hope you enjoyed this chapter and found the tool useful.

What else would you like us to create as a tool or a ChatGPT prompt?

Can't wait to hear your feedback and your suggestions and I will make sure that I will create a perfect prompt for it along with a tool that will make your life easier!

You can shoot me an email at alex@manxmachina.com or connect with me on [LinkedIn](#) here.



09. Shape The Future Of Recruitment

Shape The Future Of Recruitment

Would it be alright if I asked you for a small favor?

First, thank you for taking the time to read [ChatGPT for Recruiters](#). I truly hope it sparked some ideas and offered practical value for your work.

At heart, we're a team of AI engineers and recruiters who are passionate about making recruiting better—more efficient, but also more human.

That's why we've built something we're genuinely excited about: a platform that automates the time-consuming parts of our job, like scouting and screening candidates, so we can focus on what really matters—building connections and finding the best fit for our clients.

This platform uses all the tools we shared in this book and many more to help you scale up, personalize, and automate your passive candidate scouting and screening process.

Right now, we're looking for feedback from recruiters. If you're reading this,

we'd love to invite you to be among the first to experience the platform.

There are no obligations and it is completely free! Just the fun of being an early adopter of advanced technologies and helping shape the future of recruiting while getting the benefits of automating your recruiting tasks.

If you're interested, don't wait, we'd be thrilled to have you join us. Please send me an email at alex@manxmachina.com with the subject 'Test' and I will onboard you immediately

Your support means the world to me, and I am committed to providing you value!

Together, we can make recruiting smarter, simpler, and more personal.

Looking forward to hearing from you,

Alex Louizos

AI Engineer & Recruiter
Manxmachina_





10. Ending Chapter: Embracing the Future of Recruitment with AI, a Future of More Empathy And Human Touch And Less Chores and Boring Tasks

Ending Chapter: Embracing the Future of Recruitment with AI, a Future of More Empathy And Human Touch And Less Chores and Boring Tasks

As we wrap up *ChatGPT for Recruiters: An AI Playbook for Less Chores and More Human Touch in Recruiting*, it's clear that artificial intelligence has ushered in a transformative era for talent acquisition. The tools and strategies outlined in this playbook are not just about reducing the administrative burden but about reclaiming what makes recruitment truly impactful—the human touch.

Recruiting has always been about connecting the right people with the right opportunities, and AI tools like ChatGPT are here to enhance, not replace that mission. By automating repetitive tasks, streamlining communication, and offering data-driven insights, AI empowers us to focus on building authentic relationships with candidates, nurturing employer brands, and making thoughtful, strategic hiring decisions.

As you integrate ChatGPT and similar AI tools into your workflow, remember that technology is a means to an end. It's our creativity, empathy, and ability to understand human aspirations that will continue to define our success. AI can analyze data and draft communications, but only you can provide the intuition

and emotional intelligence that make a candidate feel valued and inspired.

The future of recruitment isn't about man versus machine—it's about collaboration. By embracing AI thoughtfully, you can work smarter, not harder, and ensure that your processes remain candidate-centric, agile, and forward-thinking. Whether you're using AI to screen resumes, draft job postings, or create tailored follow-ups, each touchpoint should reflect the humanity and care that candidates seek in their career journeys.

This is just the beginning. AI in recruitment is evolving rapidly, and staying curious and adaptable will be our greatest strengths. Continue experimenting, learning, and refining your approach as new tools and possibilities emerge. By doing so, you'll not only stay ahead in a competitive industry but also lead with integrity and innovation.

Thank you for joining me on this journey into the possibilities of ChatGPT in recruitment. Here's to a future where technology and human connection work hand-in-hand to create hiring experiences that are efficient, meaningful, and transformative. The playbook may end here, but the opportunities for growth and creativity are endless. Let's build the future of recruitment—together.



ABOUT THE AUTHOR

Alex Louizos studied as a medical doctor but found his passion in AI engineering in 2007 and followed this career path. Alex moved from Greece to New York to pursue his entrepreneurial dreams in 2012. He built Galaxy. AI in 2015 an AI company that automated the claims processing for car insurances. In 2018 he created ManXmachina to design and build AI systems for many companies including Fortune 500. [He is the main author of 5 international AI patents.](#)

Alex has extensive experience with recruiting in his companies and built AI to increase the efficiency of recruiting operations which led to the creation of ManXmachina a platform for recruiters to maximize their efficiency and focus on their human touch with candidates.



ABOUT US

ManXmachina has the goal of creating time and space for recruiters to enhance their human touch with the candidates.

We are all about creating magic moments for recruiters:

- Automatically create and send uber personalized email sequences to passive candidates. Add these candidates through LinkedIn or through your own internal database of passive candidates. Advanced analytics help you create reports of these campaigns for reports.
- Screen the incoming CVs with transparency and get bias-free reports of each candidate.
- The AI wingman helps you create screening questions and then joins your screening calls keeps notes and creates transcripts and reports on the screening calls.
- Ready for the hiring manager? Have the AI create a full report on the candidate so the hiring manager can be fully informed before engaging.

We are committed and engage actively with regulators to ensure transparent and nonbiased AI in recruiting to help you navigate this process effectively.

We believe in a future where recruiters have more time and energy to focus on their human touch and attract very talented candidates faster.

[Schedule a demo here.](#)



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