HOW TO
USE CHATGPT
IN SOURCING

We assume you're not interested in long theoretical discussions, but want to use and exploit new and useful opportunities in the real life. This is why we've created this introduction focusing on sourcing and recruitment.

If you're curious to know the history of AI or you're motivated to find the contact details of the less famous polar bear researcher, this is not the right document for you. **If you need the hard-hitting essence for practice, then by all means keep scrolling. :)**

(And we have standalone
training for the polar bear case.)

ChatGPT is a text-based conversational service that you can use via a browser or through an application for example on your mobile. It's designed to assist with a wide range of tasks: answering questions, providing explanations or generating text based on your requests.

AS A SOURCER OR RECRUITER, YOU CAN USE IT FOR

- creating a (sourcing) strategy
- discovering the market (competitors)
- understanding a position
- finding less known talent pools
- writing a job description
- crafting emails or other messages
- providing guidelines and ideas for interviews
- helping in assessments
- learning technical terms
- creating an analysis, etc.

GY Act as a recruiter. Write a compelling introduction to a job description. I work for a sustainability consultancy company.

You add your question here

🌱 Join Our Team and Make a Difference in Sustainability! 🌱

You get the answer here

Are you passionate about creating a more sustainable and environmentally responsible future? Do you want to be part of a dynamic team that is at the forefront of driving positive change in the world? If so, we have an exciting opportunity for you!

At [Your Company Name], we are on a mission to transform the way businesses and organizations approach sustainability. We believe that sustainability is not just a buzzword, but a critical path to shaping a brighter and greener future for our planet. As a leading sustainability consultancy company, we work with a diverse range of clients to help them integrate sustainability into their core business strategies and operations.

We are seeking a talented and motivated [Job Title] to join our team. In this role, you will have the opportunity to work on cutting-edge sustainability projects, collaborate with like-minded experts, and contribute to meaningful initiatives that have a lasting impact. If you're ready to make a real difference while advancing your career, we want to hear from you!

Key Responsibilities:

🌱 Lead sustainability assessments and audits to identify opportunities for improvement.
🌱 Collaborate with clients to develop and implement sustainable business strategies.
🌱 Provide expert guidance on environmental, social, and governance (ESG) practices.
🌱 Conduct research and stay up-to-date with the latest sustainability trends and regulations.
🌱 Prepare insightful reports and recommendations to drive positive change.
🌱 Engage with clients, stakeholders, and industry partners to build lasting relationships.
🌱 Contribute to the growth and success of our sustainability consultancy.

⟳ Regenerate

Qualifications:

Send a message

You can send a new or follow-up question here

C O D ☰
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GY Make a Facebook post. Style: light but professional. Topic: we are organizing a job fair for health workers, mainly nurses, in Berlin. We would like as many people as possible to join.

🏥 Calling all Healthcare Heroes in Berlin! 🌟

Are you a compassionate and dedicated nurse looking for your next career opportunity? Look no further! We are thrilled to announce that we are organizing a Job Fair exclusively for health workers, with a special focus on nurses, right here in Berlin.

📅 Date: [Insert Date]
⏰ Time: [Insert Time]
📍 Location: [Insert Venue]

At this Job Fair, you'll have the chance to meet with top healthcare institutions, network with industry professionals, and explore exciting career prospects in the heart of Berlin's healthcare community.

Why should you attend?
✨ Discover job openings with leading healthcare providers.
✨ Network with fellow healthcare professionals.
✨ Gain insights into the latest industry trends.
✨ Explore career advancement opportunities.

Whether you're an experienced nurse or just starting your career in healthcare, this event is designed to cater to all skill levels and specialties. Join us, and let's work together to make a difference in the lives of our community.

Help us spread the word by sharing this post and tagging your nurse friends and colleagues who might be interested. Let's make this Job Fair a resounding success!

See you there! 💙 👩‍⚕️ 👨‍⚕️ #HealthcareJobFair #NursingOpportunities #BerlinHealthc #CareerFairBerlin

🔄 Regenerate

Send a message ➤

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GY Act as a senior recruiter and think outside the box. Where can I find Data Scientist communities beyond LinkedIn and Indeed? Add a list of 10 ideas.

T Certainly! As a senior recruiter, I understand the importance of diversifying your search for Data Scientist communities beyond traditional platforms like LinkedIn and Indeed. Here are 10 creative ideas to help you find such communities:

1. GitHub Repositories

Data Scientists often contribute to GitHub repositories related to data science, machine learning, and analytics. You can find communities around these repositories and even directly reach out to contributors.

2. Kaggle Competitions

Kaggle is a platform for data science competitions, and it has a vibrant community. Participating or even just following these competitions can provide valuable networking opportunities.

3. Reddit Subreddits

Subreddits like r/datascience and r/MachineLearning are excellent places to find data scientists sharing resources, asking questions, and discussing trends.

4. Academic Conferences

Events like NeurIPS, ICML, and JSM are great places to meet data scientists who are at the forefront of research. These conferences often have networking events and community boards.

5. Local Meetups

Platforms like Meetup.com often have data science groups that meet locally. These are excellent for networking and often feature talks by industry experts.

6. Slack Channels

There are several Slack channels dedicated to data science where professionals discuss

☐ Stop generating

Send a message   ..

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I understand it's a steam engine, but what drives it?

Imagine you're watching a suspenseful movie (no, it's not the intake meeting), and the main character slowly reaches for a door handle to open a mysterious door.

Your heart is pounding because you're anticipating what might happen next. Will there be a jump scare, or will the room be empty?

Your brain is already predicting outcomes based on the cues you've been given. It's like when you expect that not everyone will reply to your messages, but you also expect that one of the candidates will accept an offer.

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ChatGPT operates on a similar principle of predictability, but with text. It's like a super-advanced game of "fill-in-the-blank" where you provide the "blank".

When you type a sentence or question into ChatGPT, the model looks at the words, the structure, and the context. It then predicts what words or phrases should logically come next to form a coherent and contextually appropriate response.

WHY IS THIS GOOD FOR US?

- You can chat with it just like with a human
- It will give you back good quality texts

WHAT IS IT NOT GOOD FOR?

- ChatGPT **is not a search engine** and not a knowledge base in its basic operation
- (In the paid version, you can browse the web by Bing and use plugins to reach the net)

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So when you use ChatGPT, always remember that when it looks at your question and the context, it's trying to figure out what words and phrases are most likely to follow.

Here's a sentence. If you look at it, can you find out the rest?

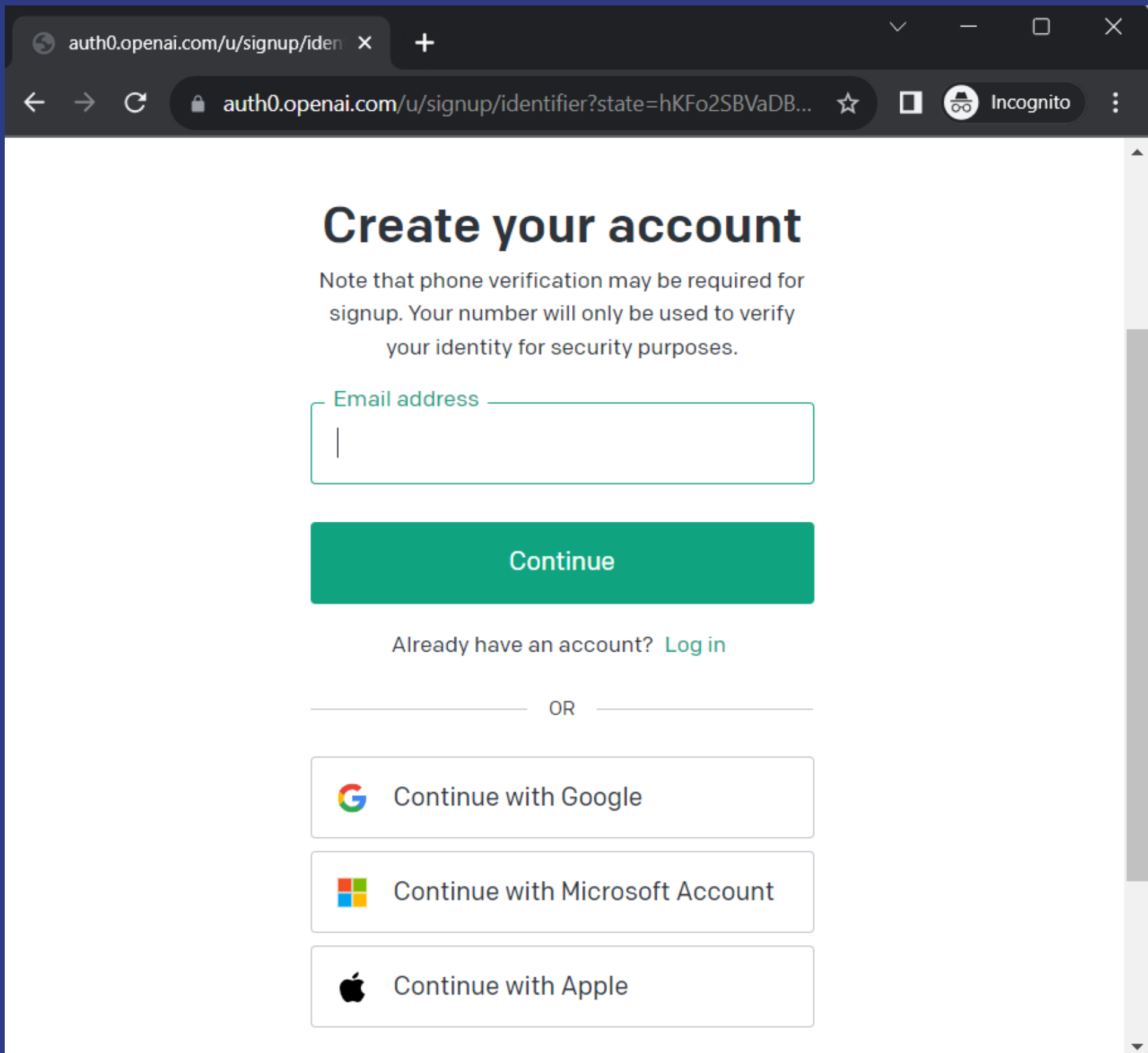*"I have carefully reviewed the offer you sent me, but..."*

Sure thing... :-I

ChatGPT does almost the same, as it has learned what might follow a given start and then return the *most likely* good answer to you.

Let's start using it!

Using a browser, you can register here:

HTTPS://CHAT.OPENAI.COM

OKAY, BUT IS IT FREE?

The "basic" service (ChatGPT 3.5) is available for free.

ChatGPT 4 is available with a monthly subscription. This version is more advanced, and you can install add-ons from a plugin store to enhance its capabilities.
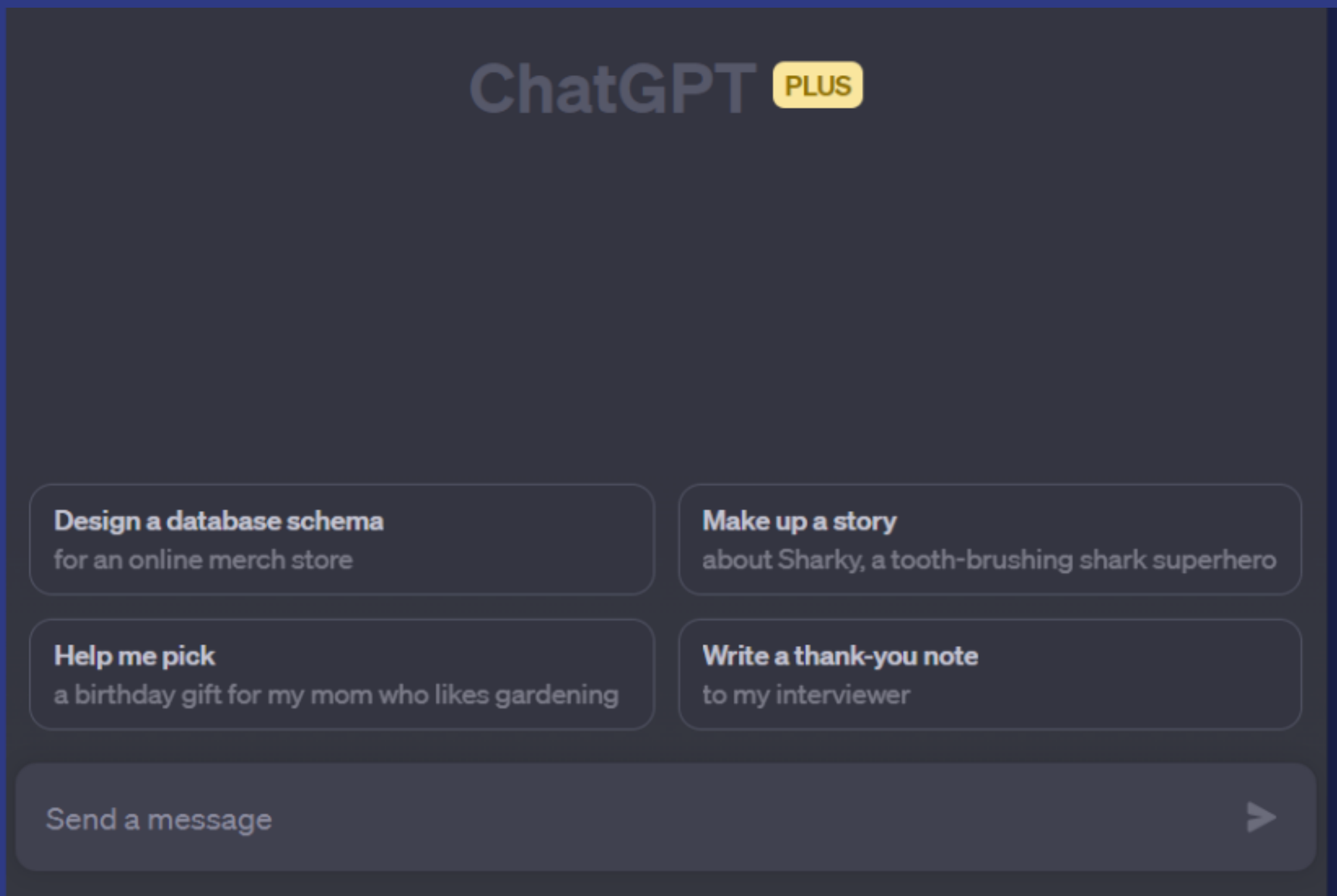
WHAT DO I NEED: FREE OR PAID?

ChatGPT 3.5 is perfect for getting started and can help you a lot in your daily work. If you use it often, need slightly better results, want to take advantage of the plugins' features or exploit the advanced data analysis, reach the internet by Bing, it's worth subscribing. Use the Enterprise subscription if you need enhanced security and privacy.

Once you have successfully registered, you will see a chat interface where you can type in your questions
(in the box at the bottom):

ChatGPT PLUS

Design a database schema
for an online merch store

Make up a story
about Sharky, a tooth-brushing shark superhero

Help me pick
a birthday gift for my mom who likes gardening

Write a thank-you note
to my interviewer

Send a message

Cool... but by the way,
I have a prompt engineer friend.
What planet is he from?

A prompt is the initial text input that you provide to ChatGPT to generate a response. It's like the opening line of a conversation you ask to get the ball rolling. The prompt serves as a guide for the model, helping it understand what kind of information or response you're looking for.

Imagine when a candidate calls asking if you have more information about a position. Can you answer that? You can say something for sure, but you will ask which position he/she is thinking about and what information he/she needs.

ChatGPT will rarely ask you back, so it is our responsibility to be specific in our prompts to get great results.

Remember: it uses probabilities to guess what sentences to give you back, so the more context and detail you give it, the better answers it will give.

Add your requests (prompts) to the chatbox below:

ChatGPT PLUS

| Design a database schema | Explain nostalgia |
| for an online merch store | to a kindergartener |

| Make up a story | Come up with concepts |
| about Sharky, a tooth-brushing shark superhero | for a retro-style arcade game |

Context: Act as a recruiter who is focused on diversity and inclusion. Your primary objective is to attract a wide range of talent in healthcare.
Task Definition: Develop a sourcing strategy that focuses diversity and inclusion, and can be useful to attract Registered Nurses.

Sample Prompt #1

"**Context:** Act as a recruiter who is focused on diversity and inclusion. Your primary objective is to attract a wide range of talent in healthcare.

Task Definition: Develop a sourcing strategy that focuses diversity and inclusion, and can be useful to attract Registered Nurses."

Sample Prompt #2

"**Context:** Act as a recruiter who is tech-savvy and well-versed in the software industry. Your primary objective is to find top-tier software engineers in Deep Learning.

Task Definition: Create a list of interview questions that are specifically designed to assess the technical skills and problem-solving abilities of Senior Deep Learning Engineer candidates."

HOW TO ASK CHATGPT?

- **Specify what role** would give you the best answer to your question (e.g., start your prompt with "act as a hiring manager" or "act as a recruiter")

- Always **give it context** ("I am working on a job ad with DEI objectives" or "I am recruiting for an engineering role and I have to prepare for the interview")

- **Specify what output** you expect ("summarize the results in a spreadsheet" or "create an email to a candidate")

- **If not satisfied, refine your question** and ask again

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WHAT ELSE?

- **Pay attention to highlight important details** (for example, if you are analyzing competitors on 10 criteria and 2 are highly important, request it to focus on that)

- **Avoid ambiguity** (just take the example of 'sourcing'... it is always worth explaining that you are NOT talking about procurement, but about identifying, finding and attracting candidates :))

I'm a recruiter,

not a poet, so need some...

INSPIRATION

TRY: TEXT CREATION

- **Create customized outreach emails:** specify what you need, what tone of text you want and as much detail as possible

- **Create job descriptions:** you can copy and paste an existing JD to follow its style

- **Craft interview questions:** give as much detail as possible about the position and ask it for ideas for questions

- **Company culture write-ups:** an exciting trick, ask it to tailor them to a particular candidate's style

- **Generate a FAQ** for candidates: have it write it once, then use it anytime

- **Write social media posts:** ask it to write a LinkedIn post on a specific topic, refine it, then once it has it, ask ChatGPT to turn it into a Facebook post or a Tweet

TRY: BOOST YOUR SOURCING STRATEGY

- Ask ChatGPT to **highlight the hard facts** from a job description and explain them in detail

- **Create a candidate persona** based on the information provided

- Ask it to **collect relevant communities** for a specific position (recommended: use a search plugin!)*

- As a first step, ask it to think out of the box and then request **ideas on where relevant candidates might be**

- Ask to help you **find competing companies** where people with similar experience are available or use a similar tech stack etc.

* Plugins are available in the paid version (ChatGPT-4).

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TRY: BOOLEAN STRINGS...?

Frankly, it can be useful, but it will only work if you already have a confident knowledge of Boolean strings and you can teach it and then control the answers.
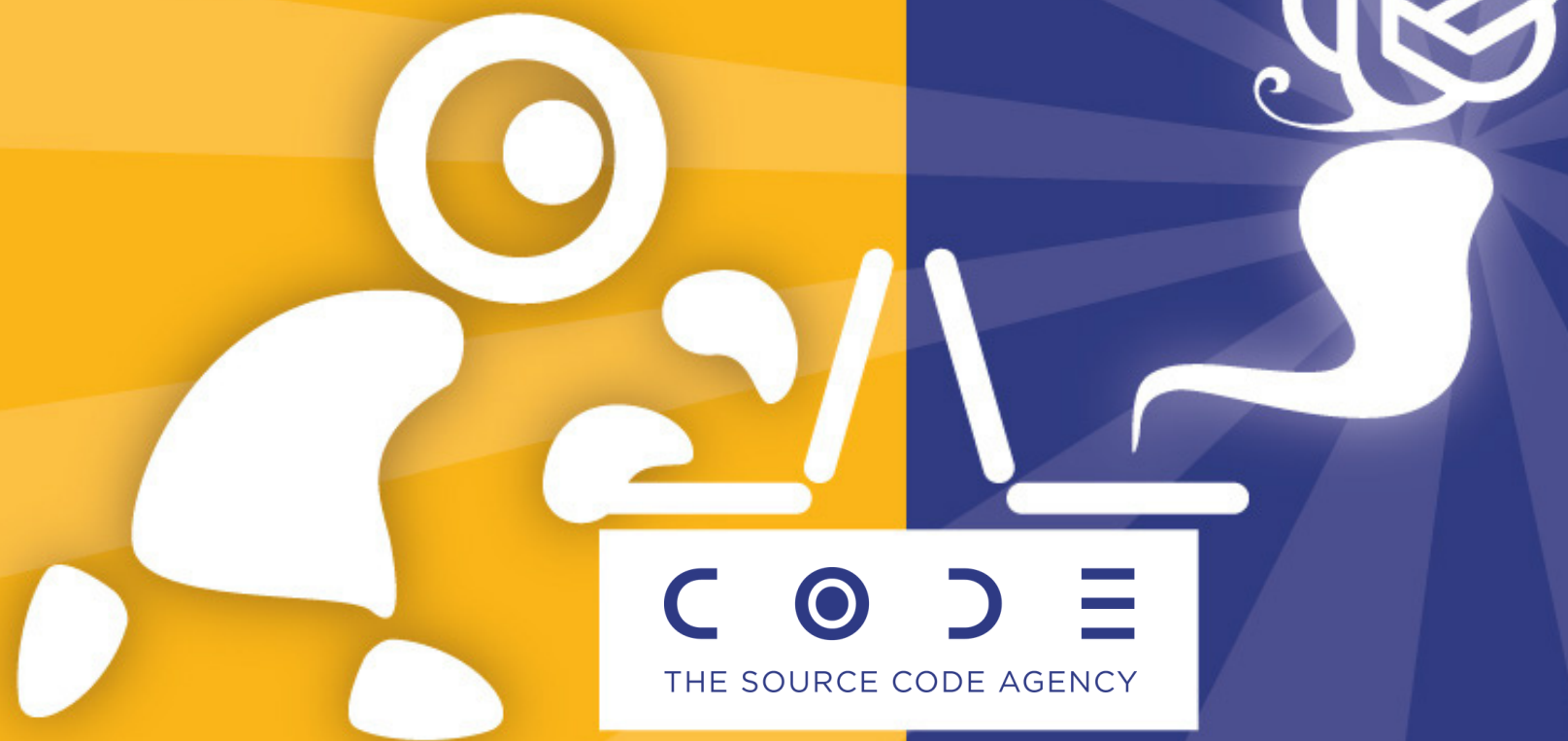
It can easily give you errors:

- using unnecessary restrictions (entering too many ANDs)

- unnecessary details: specifying ("senior engineer" OR "engineer") will not produce more hits, since the set "engineer" already contains the "senior engineer"

- use of non-existent operators (sometimes it sticks to "LOCATION:" as a Boolean operator)

- conceptual errors especially in tech positions

TRY: LEARN AND EXPLAIN

- **Explanation** of technical or other deeper professional knowledge: ask ChatGPT to explain step by step

- **Ask for guidance:** if you are using a recruiting tool and are not clear on how to use it, ask it to teach you (highly recommended: use a plugin with access to links, such as LinkReader, AccesLink or WebPilot)*

- **Experience levels:** ask ChatGPT to make a list of what a junior, medior or senior person in a given position should know and how to effectively assess it

- **Learning strategy:** if you want to teach something to others, ask them to make a plan for it

- **Quick learning**: use ChatGPT for summarizing articles or generating lists for quick learning

- If you want to **improve in interview techniques,** ask for recommendations and request concrete examples for a specific position

* Plugins are available in the paid version (ChatGPT-4).

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CHECK THE

CHATGPT FOR SOURCING

WEBINAR!

We went through all the stages of sourcing and created methods for each phase to implement ChatGPT. Now you can claim the whole training package: recording, slides, handouts, 1:1 consultation with any of the speakers and a lifetime Academy membership - for just 49 EUR.

LET ME IN!

PS. We were unable to stop here, so just created a SOURCING METRICS whitepaper, available for download here (free):

We're busy cooking up more guidelines and supportive collections for you. Why?

Because we want to help everyone in sourcing have an easier and enjoyable time at work.

Got ideas for things that could help you? Or want to get the next stuff to your mailbox?

Just let Alexandra know. :)
alexandra@thesourcecode.agency

CRACKING THE CODE ON
SOURCING METRICS

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