PROMPTING
for Sourcing

PREPARE FOR DELEGATION

Treat ChatGPT and similar tools as if you were delegating a task to a colleague.

The colleague will do the task if you say "write a mail", but will be much better if you define

- the purpose
- the details
- the expected output
- the criteria for success.

PROMPTING
AS A PRO
IS JUST LIKE THE

ART OF

DELEGATION

BEGINNER LEVEL

The simplest is to send a short task. This is how most novice users use ChatGPT.

"Create a job description for an accounting position."

"Write an outreach message to an Angular developer."

A SMALL STEP AHEAD

...to look beyond "write" and "create", introduce more task types:

- Explain
- Describe
- Update / Rewrite
- Translate
- Summarize
- Role play
- Predict
- Advise
- Analyze
- Teach, etc.

MORE ADVANCED

The first step forward is to specify the role that has to perform the task. As in real life, it does matter to whom we delegate!

"Act as a Talent Acquisition Specialist, and create..."

"Act as a Recruiter, and write a..."

MORE ADVANCED

The second step is to add what style you expect. The mail should be:

- Nice, inquiring
- Concise, "to the point"
- Light and funny
- Detailed, informative
- Firm, formal

MORE AND MORE ADVANCED

If you asked for a job description, setting the format is essential. What you need, specify it.

- Draft an outline
- Add bullet points
- Create a table
- Or write a ready-to-use text, etc.

HARDCORE LEVEL

There are many ways forward to achieve even more. One of these is to provide a sample in your prompt.

- Copy the job descriptions you have used as examples to follow
- Upload your outreach messages and ask it to learn your style
- Show sequences to recognize and follow the style

HARDCORE LEVEL

If you like to keep it under control, you can set the pace for ChatGPT to work. Just like,

1. Analyze the content on these links
2. Identify the style and content to follow
3. Create a draft for me to check
4. Finalize it based on my feedback

HARDCORE LEVEL

Add steps for any use case you have.

1. Brainstorm 5 themes for a job description. Focus on DEI. Adapt it to the [x] market.
2. Describe them in 2-3 sentences.
3. Choose the 2 most compelling, and explain the choice.
4. Draft the detailed text of the [x] JD.

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INSPIRATION

The following compilation aims to inspire you. For each of these prompts, it is strongly recommended to apply the techniques that have been learned, i.e. defining the persona, setting the objectives and the constraints. These will make the result truly unique and provide a great competitive advantage for you.

INSPIRATION

"What are the top 5 methods for talent intelligence research?"

"Provide an overview of the current job market trends for <role> in <industry>."

"List the common job titles of <role> in <specific input>."

"Create a list of companies in the <industry> that are known for <specific input>."

"Identify 10 top universities or other schools that are known for <specific input>. "

CODE
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INSPIRATION

MARKET INTELLIGENCE

"Create a list of professional associations for <role> in <industry>."

"Identify the top 10 companies in <country> that are known for <specific input>."
"

"Identify career progression ways for individuals in <role> in <industry>."

"How can talent intelligence research be used to support diversity efforts?"

"How can we use talent intelligence research to support employer branding?"

INSPIRATION

"Create a list of keywords for searching <role> and <specific input>."

"Find terms used by professionals in <role> to describe their achievements."

"Create a summary of this repository focusing on these requirements <input>."

"Compare anonymized texts <input>."

"Check this conference and collect the presenters and their topics in a table. (Use plugins: Scraper, WebPilot)"

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INSPIRATION

"What strategies can improve the candidate experience during <input>?"

"Add personalization placeholders to my messages."

"How can I use storytelling to showcase company values during <process>?"

"How can I maintain candidate engagement during a high-volume hiring?"

"What methods can be used to ensure a fair and unbiased evaluation for <role> and <input>?"

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INSPIRATION

"Give me an email follow-up (or sequence) that incentivizes the candidate to reply."

"Create a connection request sequence with 2 followups for <role> and <input>."

"Create a screening question list for <role> and <input>."

"Generate a question that will help assess a candidate's ability to <input>."

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INSPIRATION

"Give me an email follow-up (or sequence) that incentivizes the candidate to reply."

"Create a connection request sequence with 2 follow-ups for <role> and <input>."

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INSPIRATION

"I am interested in gaining a deep understanding of [topic]."

"To maximize my learning efficiency, apply the Pareto principle. Identify the top 20% of subtopics, concepts, and skills within this area that will lead to 80% of proficiency."

"Act like the most qualified expert of [topic] before answering."

"From this <input>, generate a step-by-step learning plan that outlines what to learn, how to approach it, suggested resources, and practical exercises to solidify my understanding."

CODE
THE SOURCE CODE AGENCY

INSPIRATION

From Denys Dinkevych

TECH CANDIDATE SUMMARY 🔗

RECRUITER ROLE 🔗

AI WRITING ASSISSTANT 🔗

PERPLEXITY & BURSTINESS 🔗

ENGLISH LINGUIST 🔗
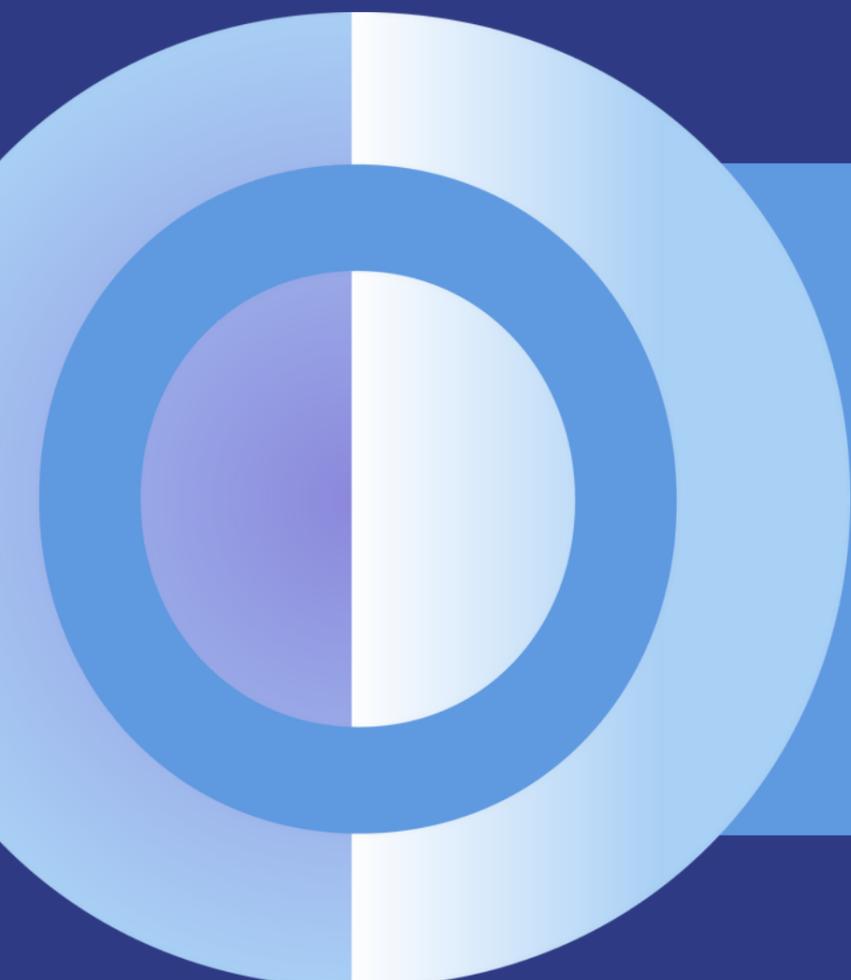
RECRUITMENT OUTREACH 🔗

PROMPT TUNER 🔗

THE SOURCE CODE AGENCY

MASTER
ALL ASPECTS

There are many further best-in-class techniques for improving prompts as a Recruiter, Sourcer or TA lead.

Want to level up yourself or your team?

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.
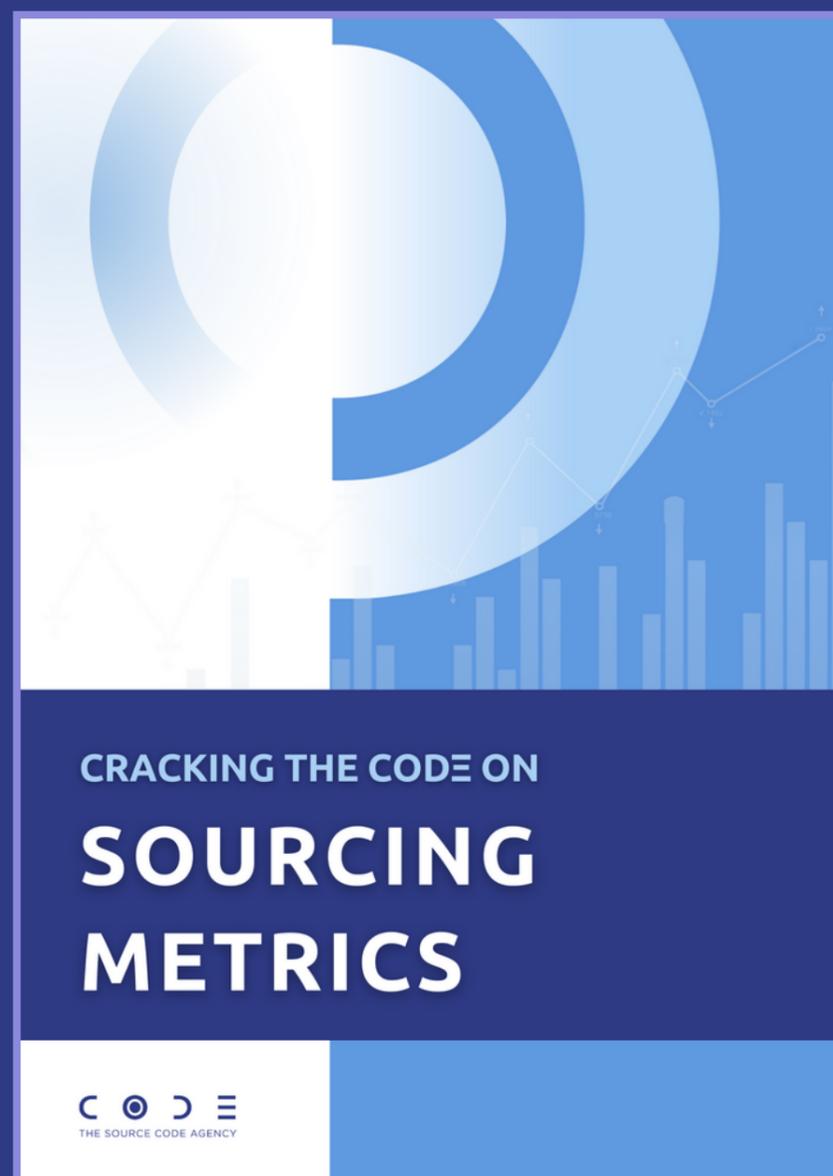
LET ME IN!

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

SOURCING METRICS

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

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SOURCING METRICS

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