

The Ultimate Guide

45 Prompts for Recruiters to
Boost Daily Workflow



The New AI
Recruiting
Sidekick

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Introduction

Recruiters play a crucial role in sourcing and attracting top talent for organizations. To enhance their daily workflow and maximize their effectiveness, this comprehensive guide provides 45 prompts covering various aspects of the recruiting process. From outbound candidate email outreach to writing job descriptions, understanding key words, creating boolean strings, and crafting personalized emails in different tone of voices, recruiters will find actionable prompts to streamline their workflow and achieve better results.



Outbound Candidate Email Outreach – 1



Writing **Compelling Subject Lines** is the first step in improving your outbound candidate email outreach.

Some prompts you can use are :

- How can you make the subject line attention-grabbing and enticing to increase open rates?
- What specific details or benefits can you highlight in the subject line to attract candidates' interest?
- How can you personalize the subject line to make it more appealing to individual candidates?
- Can you use curiosity or urgency to create a sense of intrigue in the subject line?
- How can you make the subject line concise and compelling?

Outbound Candidate Email Outreach – 2

Crafting **Persuasive Email Openers** is the next step in having an effective outbound candidate email outreach. Some prompts you can use are :

- How can you establish a personal connection or common ground in the opening sentence?
- Can you start with a thought-provoking question to engage candidates from the start?
- How can you convey enthusiasm and excitement about the opportunity in the opening statement?
- Can you mention specific achievements or accolades of the candidate to grab their attention?
- How can you align the opening sentence with the candidate's career goals or interests?

Outbound Candidate Email Outreach –3

Customizing **Email Content for Personalization** is the final step in having an effective outbound candidate email outreach. Some things to ask yourself are :

- How can you reference specific details from the candidate's profile to demonstrate personalization?
- Can you tailor the email content to highlight the relevance of the opportunity to the candidate's skills and experience?
- How can you showcase the organization's values, culture, or mission in a way that resonates with the candidate?
- Can you provide specific examples or success stories that demonstrate the impact of similar roles?
- How can you incorporate a call-to-action that encourages candidates to take the next step?

Writing Effective Job Descriptions – 1



Before writing an effective job description, recruiters should make sure that they **fully understand the scope of the job**. Make sure you can answer the following :

- What are the key responsibilities and qualifications required for the role?
- How can you break down complex job descriptions into clear and concise language?
- Can you identify the primary objectives and goals that the candidate will be responsible for achieving?
- What are the specific skills, knowledge, or experience that the ideal candidate should possess?
- How can you align the job description with the company's culture, values, and long-term vision?

Writing Effective Job Descriptions – 2

The next step in writing an effective job description is **identifying keywords in your specific job description.**

Make sure you know the answers to these questions :

- Which keywords describe essential skills, qualifications, or experience required for the role?
- How can you prioritize the most critical keywords to capture the attention of relevant candidates?
- Can you identify specific industry-related terms or jargon that candidates would be familiar with?
- What are the key performance indicators or measurable outcomes that candidates should be capable of achieving?
- How can you ensure that the keywords reflect the role accurately and attract the right candidates?

Writing Effective Job Descriptions – 3

The final step in writing an effective job description is **creating boolean strings for job searches**. Make sure you know the answers to these questions :

- What are the essential keywords and phrases you should include in your boolean search strings?
- How can you combine keywords using logical operators (AND, OR, NOT) to refine your search results?
- Can you incorporate location-based keywords to narrow down the search to a specific area?
- What are the alternative terms or synonyms you can use to capture a wider range of candidates?
- How can you iterate and test your boolean strings to optimize the search results?

Personalized Email Outreach – 1



Tone of voice is extremely important in crafting a personalized email outreach that resonates with candidates on a much deeper level. The first tone of voice to look at is the **Casual Tone of Voice** :

- How can you create a friendly and approachable tone while maintaining professionalism?
- Can you incorporate conversational language and casual greetings to establish a personal connection?
- How can you use humor or light-hearted anecdotes to engage candidates in a casual tone?
- What personal experiences or interests can you mention to build rapport with candidates?
- How can you tailor the email to reflect the culture and vibe of the organization?

Personalized Email Outreach - 2

Maybe you want to approach a candidate a different type of way. The next tone of voice to look at is the

Professional Tone of Voice :

- How can you strike a balance between being professional and approachable in your email?
- Can you use concise and clear language to convey the purpose and expectations of the opportunity?
- How can you showcase the organization's professionalism, reputation, and industry expertise in the email?
- What specific achievements or success stories can you mention to highlight the organization's track record?
- How can you incorporate a polite and professional closing that leaves a positive impression?



Personalized Email Outreach – 3

The last tone of voice to look at is the **Engaging Tone of Voice** :

- How can you infuse enthusiasm and excitement into your email to capture candidates' interest?
- Can you use storytelling techniques or narratives to make the email more engaging?
- How can you ask thought-provoking questions to encourage candidates to reflect on their career goals?
- What unique selling points or benefits of the opportunity can you highlight to generate curiosity?
- How can you create a sense of urgency or exclusivity in the email to prompt action?



Conclusion

This comprehensive guide has provided 45 prompts to empower recruiters in their daily workflow. By leveraging these prompts, recruiters can enhance their outbound candidate email outreach, write effective job descriptions, understand job descriptions better, identify keywords, create powerful boolean strings, and craft personalized emails in different tone of voices. Incorporating these prompts into their recruiting practices will help recruiters attract top talent, streamline their workflow, and achieve better results.

Remember, recruitment is an ongoing learning process, and the key is to continually adapt and refine your approach based on candidate responses and industry trends. With these prompts as your guide, you are well-equipped to take your recruiting efforts to new heights.

Happy recruiting!