No. 122

AI TOOLKIT SERIES · THE METHOD

Your Hiring Nailed

Define the role, attract the right people, screen without bias, run the interview and choose, with AI.

Ten prompts to write the ad, screen CVs on your criteria, prepare your interviews and send the right offer.

Free for the SYSTINFO community

SYSTINFO · 2026

GOOD TO KNOW

Good to know

In 2026, job platforms and AI assistants help write the ad, screen CVs and prepare interviews. Three cues before you hire with AI.

1. **AI helps you sort, it does not decide for you.**
   It ranks and summarizes CVs, but a human choice, fairness and the final read stay yours. A good profile is more than keywords.

2. **Watch out for bias and discrimination.**
   Automatic sorting can drop good profiles or echo prejudice. Judge the skills, never age, gender or origin.

3. **CVs are personal data.**
   Do not paste named CVs into an unverified tool. Anonymize when you can, and tell candidates when AI is used.

Good reflex: write your criteria first (3 to 5 key skills), have AI judge against them, and always keep a human interview before you decide.

THE METHOD

The Method

Five moves, ten prompts ready to copy. Run your hiring end to end, step by step.

1 Define
01 The Role Defined · 02 The Job Post

2 Attract
03 The Right Channels · 04 The Outreach Note

3 Screen
05 The CV Reviewed · 06 The Fair Shortlist

4 Assess
07 The Interview Grid · 08 The Behavioral Ask

5 Decide
09 The Reasoned Choice · 10 The Offer Sent

THE RCTFE RECIPE

Every prompt follows the same recipe: Role, Context, Task, Format. Copy the structure, change the brackets.

PROMPT 01 · DEFINE

The Role Defined

PROMPT TO COPY

```
Role: you are an HR lead who frames a hire.
Context: I want to hire [a role] for [my business], as [a permanent or contract role].
Task: help me define the real need before I post the job.
Format: the 5 key skills, the 3 main duties, and the profile to avoid.
```

WHAT YOU GET

A role clear on paper before you search. You know exactly who you need, and why.

PROMPT 02 · DEFINE

The Job Post

PROMPT TO COPY

```
Role: you are a job-ad writer.
Context: here is the role: [paste prompt 01]. My tone is [simple and human].
Task: write a clear ad that makes the right people want to apply.
Format: a title, the mission in 3 lines, the profile sought, and what you offer.
```

WHAT YOU GET

An ad that draws the right profiles, not a hundred off-topic CVs. You copy, you post.

PROMPT 03 · ATTRACT

The Right Channels

PROMPT TO COPY

```
Role: you are a candidate sourcing specialist.
Context: I am hiring [the role], my budget is [small], my area is [city or remote].
Task: tell me where to post and search to reach the right profiles.
Format: 5 channels ranked by impact, free and paid, with one tip for each.
```

WHAT YOU GET

A list of places to look instead of waiting. You aim where candidates really are.

PROMPT 04 · ATTRACT

The Outreach Note

PROMPT TO COPY

```
Role: you are a headhunter.
Context: I spotted [a strong profile] on [LinkedIn], for my role [title].
Task: write a short note inviting them to talk, without sounding pushy.
Format: a 5-line message, personalized, with a clear reason and one open question.
```

WHAT YOU GET

A note people reply to, not an ignored copy-paste. You open the door politely.

PROMPT 05 · SCREEN

The CV Reviewed

PROMPT TO COPY

```
Role: you are a shortlisting assistant.
Context: here are my 5 criteria: [paste] and one CV: [paste without the name].
Task: assess this CV on my criteria, without judging age, gender or origin.
Format: a score out of 5 per criterion, strengths, gaps, and 2 questions to ask.
```

WHAT YOU GET

A quick, framed take on each CV. You save hours without losing the good profiles.

PROMPT 06 · SCREEN

The Fair Shortlist

PROMPT TO COPY

```
Role: you are a recruiter who cares about fairness.
Context: I have [15] candidates for [the role], I want a
fair shortlist.
Task: propose the questions for a 10-minute first call, the
same for everyone.
Format: 6 short questions, what a good answer shows, and a
simple scale.
```

WHAT YOU GET

A shortlist equal for all, far from gut feeling. You compare on the same basis.

PROMPT 07 · ASSESS

The Interview Grid

PROMPT TO COPY

```
Role: you are an expert in structured interviews.
Context: I meet [a candidate] for [the role], 45 minutes live or by video.
Task: build my interview grid, from the first contact to the close.
Format: a timed run, the themes to cover, and a scoring grid out of 5.
```

WHAT YOU GET

An interview held, not a random chat. Every candidate is assessed the same way.

PROMPT 08 · ASSESS

The Behavioral Ask

PROMPT TO COPY

```
Role: you are a work psychologist.
Context: I want to test [a key skill] in practice, not on paper.
Task: give me questions based on situations the candidate has lived.
Format: 5 "tell me about a time when..." questions, and the signs of a truly good answer.
```

WHAT YOU GET

Concrete answers instead of promises. You see how the person really acts.

PROMPT 09 · DECIDE

The Reasoned Choice

PROMPT TO COPY

```
Role: you are a hiring decision advisor.
Context: here are my notes on [3 finalists]: [paste]. My priorities are [paste].
Task: help me compare without being swayed by likability alone.
Format: a comparison table, each one's strengths and risks, and a recommendation to confirm.
```

WHAT YOU GET

A grounded, defensible decision, not a crush. The final call stays yours.

PROMPT 10 · DECIDE

The Offer Sent

PROMPT TO COPY

```
Role: you are a hiring manager.
Context: I chose [my candidate] for [the role], on terms
[salary, start date].
Task: write the offer and the message to those not
selected, with respect.
Format: a clear offer message, a courteous, useful
rejection, and the first 3 onboarding steps.
```

WHAT YOU GET

An arrival that starts well and rejections that leave a good impression. Everyone is treated with care.

No. 122

YOUR TURN

The Right Hire

You now know how to hire end to end: define the role, attract, screen, assess and decide. Ten prompts, one recipe to reuse.

Criteria written before you screen, a judgment on skills without discrimination, and always a human interview before the offer.

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