

# Learning Materials: Prompt Framework Use Case- HR

## Human Resources (HR): Use Cases & Frameworks

*HR professionals juggle recruiting, onboarding, employee relations, compliance and workforce planning. This cheat-sheet maps each common task to the most effective prompting frameworks, explains why they fit, flags pitfalls and gives you a ready-made prompt.*

| Use case                                     | Best-fit frameworks                  | Why these work                                                                                                                                                            | Failure modes                                              | Prompt sample                                                                                                                                                                                                                                       |
|----------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>**Recruitment &amp; hiring planning**</b> | RISE, P.R.O.M.P.T., SMART, RACE, RTF | RISE structures sourcing and interviewing; P.R.O.M.P.T. defines outputs and metrics; SMART sets measurable goals; RACE enforces compliance; RTF produces job descriptions | Vague candidate profiles, delayed hiring, biased processes | <b>**RISE:**</b> Role: recruiting manager. Input: 3 open software-engineer roles. Steps: define requirements, choose sourcing channels, design screening process, schedule interviews. Expectations: time-to-fill ≤30 days; diversity targets ≥40%. |
| <b>**Onboarding &amp; training**</b>         | RISE, CARE, APE, DEPTH               | RISE structures the program; CARE crafts welcoming tone; APE enables quick planning; DEPTH tracks metrics and feedback                                                    | Generic content, lack of engagement, no measurement        | <b>**CARE:**</b> Context: day-1 orientation for new hires. Action: draft a welcome email that explains the agenda and expresses enthusiasm. Result: employees feel valued and                                                                       |

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|                                                            |                          |                                                                                                                                                                  |                                                                     | prepared.<br>Example: emulate the friendly, concise tone of a leading tech firm.                                                                                                                                                                                                  |
| <b>**Employee relations &amp; performance management**</b> | ERA, TAG, DEPTH, RACE    | ERA explains feedback and reasoning; TAG frames improvement goals; DEPTH includes multiple perspectives; RACE applies confidentiality and compliance constraints | Biased feedback, inadequate documentation, vague improvement plans  | <b>**ERA:**</b> Explain recent performance trends; reason about factors affecting output; answer with an improvement plan and check-in schedule.                                                                                                                                  |
| <b>**Payroll &amp; benefits communications**</b>           | P.R.O.M.P.T., RTF, ROSES | P.R.O.M.P.T. structures the message; RTF formats tables; ROSES adds examples and safeguards                                                                      | Confusion over benefits, legal non-compliance, information overload | <b>**P.R.O.M.P.T.:**</b><br>Purpose: announce updates to the benefits package.<br>Role: HR communications lead. Output: table (benefit, summary, effective date).<br>Metrics: 90% employee understanding (via survey).<br>Parameters: plain language, 1-page max. Tone: friendly. |
| <b>**Policy &amp; compliance documentation**</b>           | ROSES, RACE, CARE, DEPTH | ROSES supplies examples and safety bounds; RACE                                                                                                                  | Incomplete policies, non-compliance,                                | <b>**ROSES:**</b> Role: HR policy writer. Objectives:                                                                                                                                                                                                                             |

|                                      |                           |                                                                                                                                         |                                                                              |                                                                                                                                                                                                                                                                                                                              |
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|                                      |                           | defines legal constraints; CARE aids tone; DEPTH allows legal and HR perspectives                                                       | ambiguous language                                                           | update the anti-harassment policy. Steps: research laws, revise language, include reporting procedures. Examples: previous policy and guidelines. Safeguards: inclusive language and legal review.                                                                                                                           |
| **Workforce planning & HR strategy** | DEPTH, RISE, P.R.O.M.P.T. | DEPTH incorporates multiple stakeholders (HR, finance, leadership) with metrics; RISE structures the plan; P.R.O.M.P.T. defines outputs | Lack of alignment with business goals, inadequate metrics, unclear ownership | <b>**DEPTH:**</b><br>Define perspectives: HR director, CFO, CEO. Metrics: maintain headcount within budget; achieve 20% diversity growth. Context: scale from 100→200 employees. Tasks: assess needs, forecast hires, create comp guidelines. Human feedback: refine after leadership review; iterate to ≥9/10 satisfaction. |

**Tip:** When communicating sensitive topics (feedback, layoffs, policy changes), pair **ERA** or **CARE** with **ROSES** to deliver clarity with empathy and legal compliance.