

AI Recruiting Prompts: The Complete Field Guide

30+ Claude prompts to source faster, screen smarter, and hire better

 **Join the Live Workshop — April 2, 2026**

Build AI-Powered Talent Pools Outside LinkedIn  April 2, 2026 · 3:00 PM – 4:30 PM UTC  **Register now** → aiwithmichal.com

Live workflows. Real talent pools. Beyond LinkedIn. Spots are limited — secure yours before they're gone.

Introduction

These prompts are built for recruiters who want to move faster without cutting corners. Each one is ready to paste into Claude — just swap the bracketed placeholders for your actual role, company, or context.

They're organized by recruiting stage so you can grab exactly what you need, when you need it.

Part 1 — Role Definition & Candidate Profiling

1. Ideal Candidate Profile from a JD

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Based on this job description, describe the ideal candidate profile in 5 bullet points.
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Include non-obvious signals of high performance that wouldn't appear on a résumé:
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[paste JD here]
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2. Separate Must-Haves from Nice-to-Haves

Read this job description and split the requirements into two lists:
(1) True blockers – the candidate cannot do the job without these
(2) Preferences – things that would be helpful but are learnable on the job

[paste JD here]

3. Rewrite a Vague JD Into Specific Outcomes

This job description is vague. Rewrite it so each responsibility is expressed as a measurable outcome the person will own in their first 12 months. Keep it under 400 words.


[paste JD here]

4. Spot Unrealistic Requirements

Review this job description for requirements that are contradictory, unrealistic, or that would unnecessarily filter out strong candidates. Flag each issue and suggest a fix.

[paste JD here]

5. Build a Competency Framework

For a [role] at a [company stage, e.g. Series A SaaS startup], create  a competency framework with 5 core competencies. For each one, define:

- What "basic" looks like
- What "strong" looks like
- What "exceptional" looks like

Part 2 — Sourcing & Search Queries

6. Search Queries Beyond LinkedIn

Give me 10 Boolean or keyword search queries to find passive [role] candidates outside of LinkedIn. For each query, explain which platform it works best on and why those candidates are likely to be there.

7. Find Niche Talent Communities

Where do senior [role] professionals gather online outside of LinkedIn? List communities, forums, Slack groups, subreddits, newsletters, and events – with a brief note on how to engage authentically in each.

8. GitHub Profile Screener

Analyze this GitHub profile for a [role] position. Score the candidate's fit from 1–10 and explain your reasoning. Focus on: code quality, project complexity, consistency of contribution, and any red flags.

[paste GitHub profile URL or summary]

9. Translate a Job into Search Keywords

I'm looking for a [role] but candidates don't always use that title. Give me 15 alternative job titles, keywords, and phrases I should search for to find people who do this work but call it something different.

10. Find Adjacent Talent Pools

I'm struggling to find [role] candidates directly. What roles or industries

produce people who transition successfully into [role]?
For each adjacent pool, explain what makes the transition natural.

Part 3 — Screening & Evaluation

11. CV Summary in 3 Bullets

Summarize this CV in exactly 3 bullet points for a [role] role:

- (1) strongest signal of fit
- (2) biggest gap or risk
- (3) the one question I must ask in the screen call

[paste CV text]

12. Predict Culture Fit from a CV

Based on this CV and what I've told you about our team culture – [describe your culture in 2–3 sentences] – rate the candidate's likely culture fit from 1–10 and explain what signals you used.

[paste CV text]

13. Design a Take-Home Assignment

Design a 2-hour take-home assignment for a [role] role. It should:

- Reflect real work the person would do in the first 90 days
- Have a clear, objective evaluation rubric
- Not require any proprietary tools or paid software

14. Build a Structured Interview Scorecard

Create a structured interview scorecard for a [role] role with 5 competencies.

For each competency include:

- 2 behavioural interview questions (STAR format)

- What a weak, acceptable, and strong answer looks like
- A 1–5 scoring guide

15. Generate Probing Follow-Up Questions

The candidate said: "[paste their answer]"

Generate 3 follow-up questions that probe deeper – not to trip them up, but to distinguish between someone who experienced this firsthand vs. someone who read about it.

Part 4 — Outreach & Messaging

16. Personalized LinkedIn Outreach

Write a 3-sentence LinkedIn connection request to this person for a [role] role.

Reference something specific from their actual work – not generic compliments.

End with a soft, no-pressure ask.

Candidate background: [paste name, current role, notable projects/posts]

17. Cold Email for a Passive Candidate

Write a cold outreach email (under 100 words) to a passive candidate for a

[role] role. The tone should be conversational, not corporate.

Mention one specific reason why I'm reaching out to them in particular.

Candidate background: [paste summary]

Role context: [paste 2–3 sentences about the role]

18. Follow-Up After No Response

I sent this outreach message 7 days ago and got no reply.

Write a single follow-up message that:

- Doesn't guilt-trip or pressure them
- Adds one new piece of value or context
- Is under 50 words

Original message: [paste original]

19. Outreach for a Referral

I want to ask [name] – a former colleague – if they know anyone who'd be a

strong fit for [role]. Write a casual, friendly message that:

- Reminds them briefly who I am (if needed)
- Describes the role in plain language
- Makes it easy to say "no" or "not right now"

20. Rewrite a Generic InMail

Rewrite this outreach message so it sounds like a human wrote it.

Remove all corporate buzzwords. Make it direct and specific.

Keep it under 75 words.

Original: [paste message]

Part 5 — Pipeline & Decision Making

21. Rejection Pattern Analysis

Here are notes on 10 candidates I recently screened out at the CV stage.

What patterns explain the rejections? What am I implicitly looking for that

isn't in the job description? What blind spots might I have?

[paste candidate notes or summaries]

22. Compare Two Final-Round Candidates

I have two finalists for [role]. Here's a summary of each:

Candidate A: [summary]

Candidate B: [summary]

Based on these profiles and this role context – [paste 2–3 sentences]

–

give me a structured comparison. Which risks are more manageable?

What's the deciding factor you'd weigh most heavily?

23. Write a Candidate Feedback Email

Write a professional rejection email for a candidate who made it to the final

round but wasn't selected. The reason is [brief reason].

The tone should be warm, honest, and leave the door open for the future.

Do not use template-sounding phrases.

24. Create an Offer Negotiation Script

I'm about to make an offer to [candidate name] for [role]. They've indicated

they're currently earning [X] and expecting [Y]. Our budget is [Z].

Write a brief negotiation script – what to say, in what order – that is honest, candidate-friendly, and protects our budget.

25. Build a 30-60-90 Day Onboarding Plan

Create a 30–60–90 day onboarding plan for a new [role] hire at a [company description]. Focus on:

- What they should learn in each phase
- Who they should meet and why
- What success looks like at each milestone

Part 6 — Talent Intelligence & Strategy

26. Competitive Talent Mapping

Which companies are the best sources of [role] talent in [industry or location]?

Rank them and explain why people leave those companies – and what it takes to attract them.

27. Write a Talent Market Brief

Write a 1-page talent market brief for [role] in [location/remote]. Cover: supply/demand dynamics, typical comp range, in-demand skills, what top candidates care about, and 3 sourcing strategies I should prioritise.

28. Build a Passive Talent Pool Strategy

I want to build a 3-month talent pool for [role] before I have an open req.

Give me a step-by-step strategy including: where to find them, how to engage without a live role, what to track, and how to keep them warm.

29. Analyse an Org Chart for Hiring Signals

Based on this company's public org chart / LinkedIn headcount data, what can you infer about their current hiring priorities, team gaps, and growth stage?

[paste org chart or headcount summary]

30. Debrief a Failed Search

My search for [role] has been open for [X weeks] with [Y applications] and [Z interviews] but no hire. Here's what's happened so far:


[paste brief timeline]

Diagnose what's going wrong. Is it the sourcing strategy, the brief, the process, the comp, or something else? Give me 3 specific changes to make.

Ready to Go Deeper?

These prompts are the foundation. On **April 2nd**, we go live — and I'll show you how to chain them into full recruiting workflows, build real talent pools outside LinkedIn, and use AI to do in hours what used to take days.

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 **April 2, 2026 · 3:00 PM – 4:30 PM UTC** 🕒 90-minute live session — hands-on, not slides-heavy 👥 Limited spots · Basic (€79) & Pro + Toolkit (€129)

 [Grab your seat → aiwithmichal.com](https://aiwithmichal.com)

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