

Power prompts specifically designed for HR Practitioners; covering the full HR lifecycle

GHOST MODE & GOD MODE Claude AI Prompts for HR Practitioners

INSIGHTS PUBLICATIONS

www.insightswsc.com

Provided in this document are useful prompts for HR Practitioners that sets responses from Claude AI in either ghost mode or god mode.

Ghost Mode: This simply aligns with silent, behind-the-scenes HR work. These are drafts no one sees you making: confidential, sensitive, legal-adjacent.

Example:

/ghostwrite /confidential /legal-safe: Draft a termination letter for an employee dismissed for gross misconduct

Ghost mode prompts:

/ghostwrite: write as if YOU wrote it, not Claude

/confidential-tone: removes any language that sounds AI-generated or clinical

/legal-safe: flags potentially risky language automatically

/no-names: anonymizes everything using placeholders

/paper-trail: formats output specifically for documentation/filing

/hr-voice: writes in warm but professional HR register

/neutral-tone: strips emotional charge from sensitive communications

/third-party: writes as an objective, external party would

God Mode: It refers to full HR power output. Maximum output, expert-level, production-ready HR documents.

Example:

/act-as CHRO /expert-mode /no-fluff /production-ready /legal-safe: Build me a complete Performance Improvement Plan framework for a mid-size tech company

God mode prompts:

RECRUITMENT & TALENT ACQUISITION

/jd: write a Job Description for [role] at [company type]

/jd-inclusive: JD rewritten to remove biased language

/scorecard: build an interview scorecard for [role]

/interview-kit: full interview guide with behavioural questions
/offer-letter: draft a formal offer letter for [role] at [salary]
/rejection-email: warm, professional candidate rejection
/talent-pipeline: build a sourcing strategy for [role]
/culture-fit-questions: generate values-based interview questions
/reference-check: create a structured reference check script
/onboarding-plan: — 30/60/90-day onboarding plan for [role]

PERFORMANCE MANAGEMENT

/pip: draft a Performance Improvement Plan for [issue]
/pip-followup: write a PIP progress review email
/appraisal-form: build a performance appraisal template
/kpis: generate KPIs for [role/department]
/360-feedback: create a 360-degree feedback questionnaire
/performance-conversation: script a difficult performance discussion
/rating-scale: design a performance rating rubric for [company]
/coaching-plan: create a structured coaching plan for underperformer
/succession-plan: draft a succession planning framework

EMPLOYEE RELATIONS & DISCIPLINE

/warning-letter: draft a [verbal/written/final] warning for [issue]
/termination-letter: dismissal letter for [reason]
/show-cause: write a show cause / query letter for [misconduct]
/investigation-plan: structure a workplace investigation
/grievance-response: draft a formal grievance response
/disciplinary-script: talking points for a disciplinary hearing
/suspension-letter: draft a suspension pending investigation letter
/redundancy-letter: write a retrenchment/redundancy notice
/exit-interview: create an exit interview question guide
/settlement-agreement: outline terms for an employee settlement

POLICY & COMPLIANCE

/policy: draft an HR policy on [topic: remote work/leave/harassment]

/policy-update: rewrite an existing policy to reflect [new law/change]

/employee-handbook: outline a complete employee handbook structure

/code-of-conduct: draft a professional code of conduct

/compliance-checklist: HR compliance checklist for [country/industry]

/audit-prep: prepare for an HR audit with a gap analysis

/dsar-response: draft a Data Subject Access Request response

/contract-review: flag risky clauses in an employment contract

/leave-policy: create a comprehensive leave management policy

LEARNING & DEVELOPMENT

/training-plan: build an L&D plan for [team/role]

/course-outline: structure a training module on [topic]

/induction-program: design a new hire induction program

/skills-gap: conduct a skills gap analysis for [department]

/learning-path: create a career development roadmap for [role]

/facilitation-guide: write a workshop facilitation guide on [topic]

/microlearning: break a topic into 5-minute learning bites

COMPENSATION & BENEFITS

/salary-band: design a salary banding structure for [industry/country]

/comp-review: draft a compensation review memo

/benefits-summary: write a benefits overview for new hires

/bonus-structure: design a performance bonus framework

/pay-equity: outline a pay equity audit process

/total-rewards: create a total rewards statement template

EMPLOYEE ENGAGEMENT & CULTURE

/engagement-survey: build a 10-question engagement survey

/pulse-check: create a quick 5-question pulse survey

/culture-deck: outline a company culture deck

/recognition-program: design an employee recognition framework

/townhall-script: write talking points for an HR townhall

/wellness-program: design a workplace wellness initiative

/dei-plan: create a DEI (Diversity, Equity & Inclusion) action plan

/values-workshop: design a company values alignment workshop

MORE EXAMPLES OF HR GOD MODE COMBOS

/act-as CHRO /expert-mode /legal-safe /no-fluff /production-ready: Draft a complete disciplinary policy for a financial services firm in Egypt

/ghostwrite /confidential-tone /neutral-tone /paper-trail: Write internal notes documenting a verbal warning conversation with an employee

/act-as employment lawyer /blunt /assumption-check /legal-safe: Review this termination letter and tell me every way it exposes us to legal risk

/pip /coaching-plan /performance-conversation /30-60-90: Build a complete underperformance management package for a Sales Manager

NIGERIA Specific HR Prompts

/nigeria-compliant: ensure output aligns with Nigerian Labour Act

/pencom: draft pension/PFA compliance communications

/nsitf: generate NSITF compliance documentation

/itf-levy: explain ITF training levy obligations

/nnpc-hr or /bank-hr: sector-specific HR policies for Nigerian industries

/expatriate-quota: draft expatriate quota justification document

KENYA Specific HR Prompts

/kenya-compliant: ensure output aligns with Kenya's Employment Act Cap 226 and Labour Relations Act

/nssf-ke: draft National Social Security Fund enrollment and compliance communications for employees

/nhif-memo: generate NHIF (National Health Insurance Fund) deduction and registration documentation
/redundancy-ke: write a redundancy notice compliant with Kenya's statutory one-month-per-year severance rule
/work-permit-ke: draft a work permit justification and application support letter for expatriate staff under the Kenya Citizenship and Immigration Act
/cba-ke: create a Collective Bargaining Agreement clause aligned with Kenya's Labour Relations Act for unionized staff

EGYPT Specific HR Prompts

/egypt-compliant: ensure output aligns with Egypt's Labour Law No. 12 of 2003 and recent amendments
/social-insurance-eg: draft social insurance enrollment and contribution communications under Law No. 148 of 2019
/probation-eg: generate a probation period policy capped at 3 months per Egyptian law
/termination-eg: write a termination letter compliant with Egyptian law including end-of-service gratuity calculations
/annual-leave-eg: create a leave policy reflecting Egypt's statutory 21-30 days annual leave based on seniority
/foreigner-work-permit-eg: draft documentation for hiring foreign nationals under Egypt's 10% expatriate workforce cap rule

SOUTH AFRICA Specific HR Prompts

/sa-compliant: ensure output aligns with the Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), and Employment Equity Act (EEA)
/equity-plan-sa: draft an Employment Equity Plan and report aligned with BCEA and CCMA requirements
/ccma-prep: prepare a case file, timeline, and response documents for a CCMA conciliation or arbitration hearing
/bbbee-hr: create HR policies and scorecards that support B-BBEE skills development and employment equity pillars
/retrenchment-s189: draft a Section 189 / 189A retrenchment consultation letter and process checklist per the LRA
/disciplinary-sa: build a full disciplinary hearing pack; notice, chairperson guide, and outcome letter; compliant with Schedule 8 of the LRA

RWANDA Specific HR Prompts

/rwanda-compliant: ensure output aligns with Rwanda's Labour Law No. 66/2018 and Presidential Order No. 006/01
/rssb-memo: draft Rwanda Social Security Board (RSSB) enrollment, contribution, and maternity benefit communications for employees
/fixed-term-rw: generate a fixed-term employment contract compliant with Rwanda's maximum 2-year renewable contract provisions

/notice-period-rw: draft termination notices reflecting Rwanda's statutory notice periods based on length of service
/gender-policy-rw: create a workplace gender equality policy aligned with Rwanda's constitutional 30% gender quota principle and Gender Monitoring Office standards
/kigali-expat-hr: draft an expatriate onboarding and work authorization pack for hiring foreign nationals in Rwanda's Kigali International Financial Centre (KIFC) or special economic zones

CROSS-AFRICA GOD MODE COMBOS

/sa-compliant /disciplinary-sa /ccma-prep /legal-safe /no-fluff: Build a complete disciplinary package for an employee dismissed for theft, CCMA-proof

/kenya-compliant /redundancy-ke /ghostwrite /paper-trail: Draft a redundancy letter and process checklist for a restructuring affecting 12 employees

/egypt-compliant /termination-eg /neutral-tone /legal-safe: Write an end-of-service letter with gratuity calculation for a 7-year employee

/rwanda-compliant /gender-policy-rw /production-ready: Draft a Gender Equality and Inclusion Policy for a Kigali-based NGO with 80 staff

PAN-AFRICA COMBO PROMPT

/act-as Pan-Africa HR Director /expert-mode /no-fluff/nigeria-compliant + /kenya-compliant + /sa-compliant: Create a harmonized leave policy framework that works across Nigeria, Kenya, and South Africa, flagging where local law requires country-specific variations

Pro Tip: Always pair any Africa-specific prompt with /legal-safe + /cite-law to get Claude to reference the exact statute, section, and year. This is invaluable for audit trails and board-level HR reporting.

SUCCESSION WITH A TWIST



Achieving the
Square + Talent

OLORUNFEMI OJOMO

Copy available here