



Claude for People Teams



Built on Claude

A	ROLE SETUP & TALENT ACQUISITION	<i>4 workflows</i>
B	CANDIDATE & EMPLOYEE COMMS	<i>3 workflows</i>
C	REPORTING & INSIGHTS	<i>3 workflows</i>
D	HR OPS	<i>2 workflows</i>

ONE-TIME SETUP

Getting set up

1

Open Claude

Go to claude.ai and sign in with your work account. If your organisation has a Claude Team or Enterprise workspace, use that one; its data settings are built for company work, and your admin controls what happens to what you type.

2

Give Claude your material

Every prompt here runs on something you provide. Paste text straight into the chat, or drag files in: CVs, CSV exports from your HRIS or payroll system, templates, policies. The paperclip icon in the chat box does the same job as dragging.

3

Fill the orange brackets

Anything in orange brackets is a placeholder. Swap it for your specifics before you hit enter. Draft a [first-touch or rejection] email to [candidate name] for the [role] position. Draft a first-touch email to Sam Nguyen for the Payroll Officer position.

THE PROMPT SAYS

Draft a [first-touch or rejection] email to [candidate name] for the [role] position.

YOU TYPE

Draft a first-touch email to Sam Nguyen for the Payroll Officer position.

4

Stop re-pasting your assets

Every workflow in this guide leans on an asset: your scorecard, your offer template, your onboarding checklist, your policy library. On a paid plan, create a Project called People Team and upload those assets once. Every chat inside that Project already knows them, so your prompts get shorter and the outputs get sharper.

CONNECTORS

Connect your tools

Connecting one is a one-time job in Claude, then every prompt in this guide can use it.

1

Open Settings, then Connectors

In Claude, go to Settings and choose Connectors. You will see the tools your workspace allows, from email and calendar through to Drive, SharePoint, Slack and Notion.

2

Connect the ones you need

Pick a connector and sign in once with your work account. You do this per tool, not per prompt, so a few minutes now covers every workflow that uses it.

3

A tick means you're connected

From then on, any prompt in this guide can read from it or draft into it, with you reviewing before anything is sent.

01 SETUP

Role intake pack

One prompt creates everything a new role needs: job spec, candidate ad, hiring manager agenda and a scorecard outline.

PROMPT TO COPY

I'm hiring a **[role]** for our **[team or business unit]**. Here's the brief: **[paste]**.
Create a role intake pack: a job spec, a candidate-facing ad, an intake meeting agenda for the hiring manager, and an interview scorecard outline.
Give me everything as drafts I can edit.

- *Key asset Works best when you have: a role brief template and a defined scorecard structure.*



WORKS WITH



CADENCE

Per role

02

SCREENING

Candidate shortlist brief

Upload the CVs for a role and get a ranked shortlist with a rationale per candidate, ready to review by you.

PROMPT TO COPY

I've uploaded the CVs for our **[role]** opening. Score each candidate against these criteria: **[paste your must-haves and nice-to-haves]**. Give me a ranked shortlist: name, score, one-line rationale and a suggested interview order. Flag anything that needs a closer human look. This is a first pass, we make the final call.

- *Key asset Works best when you have: a weighted scorecard agreed with the hiring manager.*



WORKS WITH



Google Drive



SharePoint

CADENCE

Per role

03

COORDINATION

Interview scheduling pack

Drafts the scheduling email and an interviewer briefing in one go.

PROMPT TO COPY

Draft an interview invitation email to [candidate] for a [30 or 60] minute conversation about the [role] position, offering these times: [list three options]. Then write a one-page interviewer briefing: role summary, what to probe, and these agreed questions: [paste]. Both as drafts for my review before anything is sent.

- Key asset Works best when you have: an interview question bank tied to the scorecard.



WORKS WITH



Microsoft Calendar



Outlook

CADENCE

Per interview

04

DEBRIEF

Post-interview debrief summary

Turns rough interviewer notes into a structured, comparable debrief.

PROMPT TO COPY

Here are my rough notes from today's [role] interview: [paste]. Turn them into a structured debrief: score against our criteria [paste], strengths, risks, and a hire or no-hire recommendation with reasoning. Keep my exact observations and flag anywhere you've made an assumption. Draft only, the panel decides.

- Key asset Works best when you have: a consistent scoring rubric used by every interviewer.



WORKS WITH



Google Drive



SharePoint



Notion

CADENCE

Post interview

05

COMMS

Candidate email drafter

First-touch and rejection emails, specific to the person, drafted in seconds and finished by you.

PROMPT TO COPY

Draft a **[first-touch or rejection]** email to **[candidate name]** for the **[role]** position. Warm, human and specific to them: here's their background **[paste]** and what we liked **[paste]**. Under 100 words, no corporate filler. Give me a draft to personalise and send myself.

- *Key asset Works best when you have: a defined employee value proposition to draw from.*



WORKS WITH



Outlook

CADENCE

Per candidate

06

OFFERS

Offer letter generator

Fills your offer template from candidate details and tells you exactly what to verify.

PROMPT TO COPY

Here's our offer letter template: **[paste]**. Generate a complete offer for: **[name]**, **[role title]**, **[salary]**, **[start date]**, **[location or team]**. Fill every field, flag anything missing or inconsistent, and list what I should double-check in our HR system before this goes anywhere. Draft for review, never final.

- Key asset Works best when you have: a current template reviewed against your awards and agreements.



WORKS WITH



Google Drive



SharePoint

CADENCE

Per offer

07

ONBOARDING

New-starter onboarding pack

Welcome email, first-week schedule and a manager checklist.

PROMPT TO COPY

A **[role]** starts in **[team or location]** on **[date]**. Using our onboarding checklist **[paste]**, draft three things: a welcome email, a first-week schedule, and a manager checklist covering systems access, equipment and compliance basics. Everything as drafts for review.

- *Key asset Works best when you have: a documented onboarding standard the whole organisation follows.*



WORKS WITH



Outlook



Microsoft Calendar

CADENCE

Per starter

08

REPORTING

Weekly hiring pipeline update

Turns your tracker into a leadership-ready update that leads with what matters.

PROMPT TO COPY

Here's this week's hiring pipeline: **[paste or upload your tracker]**. Write a short update for leadership: candidates per role and stage, movement since last week, blockers, and one recommended action per open role. Lead with the single most important thing. Draft for my review before it goes anywhere.

- *Key asset Works best when you have: a maintained tracker with agreed stage definitions.*



WORKS WITH



Google Drive



SharePoint



Slack

CADENCE

Weekly

09

INSIGHTS

Export to insights

Takes any CSV export from your HR, rostering or payroll system and turns observations into decisions.

PROMPT TO COPY

I've uploaded a CSV export from **[your HR, rostering or payroll system]**. Give me insights, not descriptions: the three trends that matter most, what's driving each one, what happens if we do nothing, and one recommended action per trend. If the data can't support a claim, say so plainly rather than guessing.

- *Key asset Works best when you have: defined benchmarks and targets to compare against.*



WORKS WITH



Google Drive



SharePoint

CADENCE

Per export

10

PERFORMANCE

Monthly people dashboard summary

One page across the whole function: headcount, turnover, hiring velocity, and why each number matters.

PROMPT TO COPY

I've uploaded this month's people data exports. Build a one-page summary: headcount and turnover by team, hiring velocity, and anything unusual, each with a "so what" line explaining why it matters. Note where the data is incomplete instead of smoothing over it. Draft for review before it goes to leadership.

- *Key asset Works best when you have: agreed metrics and a measurement rubric leadership has signed off.*



WORKS WITH



Google Drive



SharePoint



Slack

CADENCE

Monthly

11

POLICY

Policy to plain English

Rewrites any policy so people actually read it.

PROMPT TO COPY

Here's one of our HR policies: **[paste]**. Rewrite it in plain English for our people, around a Year 9 reading level, keeping every rule intact. Then list anything ambiguous I should clarify with the team before publishing. Draft only, our policy owner signs off.

- *Key asset Works best when you have: a current, approved policy library as the single source of truth.*



WORKS WITH



Google Drive



SharePoint

CADENCE

Per policy

12

MEETINGS

Meeting notes to actions

PROMPT TO COPY

Here are my raw notes from today's people team meeting: **[paste]**. Turn them into three lists: decisions made, actions with an owner and due date, and open questions. Anything unclear goes in a "confirm with the team" list rather than a guess. Format it so I can paste straight into our team doc.

- *Key asset Works best when you have: a standing agenda and one agreed home for team actions.*



WORKS WITH



Slack



Notion



Microsoft Calendar

CADENCE

Per meeting

FROM NEOMA

These 12 will save your team hours. The structured version changes how the function works.

See how Neoma works → neoma.com.au

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