

RECBOUND

ULTIMATE CHATGPT PROMPTS

GUIDE FOR RECRUITMENT AGENCIES

Supercharge your recruitment workflow with high-quality, actionable ChatGPT prompts - tailored for every part of a recruitment agency. Use them to speed up tasks, spark ideas, and scale your output across research, business development, candidate management, and more.



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FOR FOUNDATIONS

(THE FRAMEWORK OF GROWTH)

Use these prompts to clarify mission, positioning, and long-term direction.



1) Defining Your Mission

Example: Write a clear and inspiring mission statement for a recruitment agency specialising in STEM markets.

2) Shaping Your Vision

Example: Help me write a 5-year vision for a fast-growing recruitment business working in renewables and infrastructure.

3) Clarifying Your Values

Example: Suggest 5 core values for a recruitment agency focused on trust, delivery, and long-term client relationships.

4) Crafting a Brand Positioning Statement

Example: Write a brand positioning statement for an agency that delivers niche interim talent to aerospace and defence.

5) Developing an Elevator Pitch

Example: Write a 30-second elevator pitch for a Finance recruitment agency competing with larger players.

6) Identifying Your Differentiators

Example: What makes a recruitment agency stand out in the life sciences space?

7) Describing Your Ideal Client Profile (ICP)

Example: Define our ideal client profile if we specialise in placing contractors in the German automotive industry.

8) Outlining Your Candidate Value Proposition

Example: Write a value proposition for why senior software engineers should register with our agency.

9) Writing Your Company Story (About Us)

Example: Help me write a compelling "About Us" page for a recruitment agency founded by ex-industry professionals.

10) Creating Strategic Pillars

Example: Suggest 3 strategic growth pillars for a recruitment business expanding across EMEA.



11) Planning Growth Roadmaps

Example: Build a 12-month roadmap for scaling a 5-person recruitment agency into a 20-person specialist firm.

12) Designing a Team Culture Code

Example: Draft a short internal culture manifesto for a high-performance, collaborative recruitment team.

13) Defining Your USP for Investors or Partners

Example: Summarise our unique selling point in one paragraph for potential investors in our recruitment startup.

14) Writing a Leadership Manifesto

Example: Draft a leadership manifesto for founders of a mission-led talent agency focused on sustainability.

15) Crafting a Personal Brand Statement for Founders

Example: Write a short founder bio that communicates passion, credibility, and specialisation in contract hiring.

16) Writing Your Origin Story

Example: Tell the story of how our agency was founded by recruiters who got tired of outdated industry norms.

17) Positioning for Specific Client Types

Example: Reframe our positioning for high-growth VC-backed startups needing to hire fast but strategically.

18) Adapting Mission for Internal Use

Example: Rewrite our mission statement in plain English for onboarding new hires.

19) Documenting Your Service Offering Structure

Example: Outline a simple breakdown of our core services: contingent, retained, RPO, and executive search.

20) Setting a Tone of Voice Guide

Example: Create a tone of voice guide for external comms: professional, energetic, and results-driven.



21) Creating Employer Brand Messaging

Example: Write an employer brand statement that reflects our ambition, culture, and commitment to development.

22) Writing Your Agency's Purpose Statement

Example: What is the 'why' behind our recruitment business beyond making placements?

23) Clarifying Your Niche Strategy

Example: Help us define our niche and why we're choosing to dominate a specific tech vertical in DACH.

24) Building Your Strategic Narrative

Example: Help me write a one-page "where we're heading" document for our team and future hires.





FOR SECTOR RESEARCH

(CHOOSING YOUR MARKETS)

Use these prompts to help narrow down your recruiting efforts.



1) Researching Target Markets

Example: What are the fastest-growing industries hiring contract software engineers in Germany?

2) Identifying Skill Shortages

Example: What roles are hardest to fill in the UK infrastructure sector right now?

3) Mapping Talent Hotspots

Example: Which European cities have the highest density of Salesforce professionals?

4) Exploring Emerging Technologies

Example: What are the fastest-growing deep tech specialisms in the US defence sector?

5) Comparing International Markets

Example: How does the demand for embedded engineers compare between Germany and the Netherlands?

6) Spotting Hiring Trends

Example: What hiring trends are emerging in the EV battery production space?

7) Assessing Contract vs Permanent Demand

Example: Is there more hiring demand for contractors or permanent staff in the Tech Project Manager market?

8) Competitor Landscape Analysis

Example: Who are the top 10 recruitment agencies specialising in SAP in DACH?

9) Market Saturation Check

Example: How saturated is the recruitment market for placing data scientists in London?

10) Understanding Industry Pain Points

Example: What are the biggest hiring pain points for medtech scale-ups?

11) Sizing a Niche

Example: Roughly how many civil engineering project managers are there in the UK?

12) Forecasting Market Growth

Example: What's the projected hiring growth in AI and machine learning in Europe over the next 3 years?



13) Tracking Investment or M&A Activity

Example: What private equity or VC investment is flowing into logistics tech companies in Europe?

14) Finding Talent Bottlenecks

Example: What types of roles are often responsible for delays in construction projects?

15) Industry Salary Benchmarking

Example: What's the typical salary range for a DevOps engineer with Kubernetes experience in Sweden?

16) Identifying Regulation-Driven Hiring Spikes

Example: What recent legislation is causing a spike in hiring across ESG roles?

17) Understanding Offshoring/Outsourcing Trends

Example: Are companies in the UK finance sector offshoring more of their software development?

18) Investigating Gender or Diversity Gaps

Example: What's the current gender split in UK engineering leadership roles?

19) Researching Competitor Talent Pools

Example: What roles does Siemens typically hire for in its energy business unit?

20) Locating Early-Stage Scaleups

Example: What early-stage clean energy startups in Germany are starting to hire commercial teams?

21) Identifying Skills with High Contractor Usage

Example: What roles in the energy sector are most likely to be filled by contractors rather than permanent staff?

22) Uncovering Digital Transformation Hiring Demand

Example: Which sectors are investing heavily in digital transformation and hiring tech talent to support it?

23) Researching Growth in Sustainability-Focused Roles

Example: What sustainability-related roles are in high demand across the construction and built environment sectors?



24) Understanding Post-Merger Hiring Activity

Example: After a company acquisition, which roles are typically hired for in the integration phase?

25) Validating a Niche Based on LinkedIn Data

Example: How many professionals on LinkedIn have the title “NetSuite Consultant” in the UK?

26) Discovering Trends from Industry Events

Example: What hiring trends were discussed at the 2025 Embedded World conference?

27) Using Public Job Ads to Gauge Demand

Example: What are the most advertised job titles in logistics tech in the last 60 days?

28) Anticipating AI/Automation Impacts on Hiring

Example: How will generative AI impact hiring demand for business analysts in financial services?

29) Assessing Post-Layoff Market Gaps

Example: Which sectors have recently had layoffs that may flood the market with senior candidates?

30) Identifying Early Warning Signs of Market Decline

Example: What are some signals that a particular tech niche might be becoming oversaturated or shrinking?





FOR RESOURCING

(FINDING CANDIDATES)

Use these prompts to identify, attract, and engage the right candidates faster.



1) Writing Boolean Search Strings

Example: Write a Boolean string to find freelance Solution Architects in Belgium.

2) Turning Job Specs into Search Prompts

Example: Convert this job spec into 3 LinkedIn search prompts with keywords and filters.

3) Finding Adjacent Skills or Job Titles

Example: What are some alternative job titles for a Full Stack Developer with React and Node.js?

4) Identifying Ideal Candidate Personas

Example: Build a persona for a mid-level Salesforce Consultant working in the German public sector.

5) Creating Custom Candidate Messaging

Example: Write a first message to a passive candidate for a high-impact embedded systems role.

6) Rewriting Messages for Better Engagement

Example: Rewrite this InMail to sound more personal and highlight the candidate's likely pain points.

7) Creating Multiple Outreach Variations

Example: Generate 3 variations of this message so I can A/B test different hooks.

8) Outlining Candidate Screening Questions

Example: What screening questions should I ask a DevOps Engineer with AWS experience?

9) Generating Candidate Pre-Brief Templates

Example: Write a short pre-interview briefing email for a candidate interviewing with a fintech client.

10) Rewording CV Summaries for Client Submittals

Example: Rewrite this candidate summary in a way that highlights their transformation project experience.



11) Creating Candidate Comparison Tables

Example: Help me build a table comparing three frontend developers across skills, experience, and salary.

12) Handling Candidate Concerns or Objections

Example: How should I respond if a candidate is unsure about a role because of limited remote work?

13) Qualifying Unclear Profiles

Example: This candidate looks great but has a mixed background - what questions should I ask to qualify them?

14) Building a Shortlist Summary

Example: Create a paragraph summary of a shortlist of 5 contract SAP professionals for a client submission.

15) Mapping Out Sourcing Strategies

Example: Suggest a 7-day sourcing plan to fill a high-priority AI engineering role in the UK.

16) Writing a Follow-Up Message

Example: Write a polite follow-up to a candidate who read my LinkedIn message but didn't reply.

17) Creating a Contractor Extension Pitch

Example: Write a message suggesting a contract extension to a high-performing contractor before their end date.

18) Reactivating Past Candidates

Example: Draft a re-engagement message to a candidate who was previously interviewed but not selected.

19) Exploring Candidate Motivation Triggers

Example: What common reasons make senior software engineers consider leaving their current job?

20) Summarising CVs into Bullet Points

Example: Turn this candidate's CV into a 5-bullet point profile summary for client presentation.



21) Localising Messaging for Regional Talent

Example: Rewrite this outreach message with a tone that appeals to senior engineers in Sweden.

22) Writing Role-Specific Screening Scripts

Example: Create a phone screening script for a contractor C# Developer.

23) Suggesting Upskilling Pathways

Example: What learning resources would you recommend to a junior SAP analyst aiming for a senior role?

24) Clarifying Technical Jargon in Job Briefs

Example: Simplify this hiring manager's job brief into language I can use in candidate outreach.

25) Matching Transferable Skills Across Industries

Example: What transferable skills could a project manager from oil & gas bring to a utilities company?

26) Identifying Red Flags in CVs

Example: What are potential red flags to look for in CVs for senior interim leadership roles?

27) Creating Referral Requests

Example: Write a message asking a placed candidate if they know anyone for a similar contract role.

28) Generating LinkedIn Post Ideas to Attract Candidates

Example: Suggest 3 ideas for LinkedIn posts that would attract Quantity Surveyors.

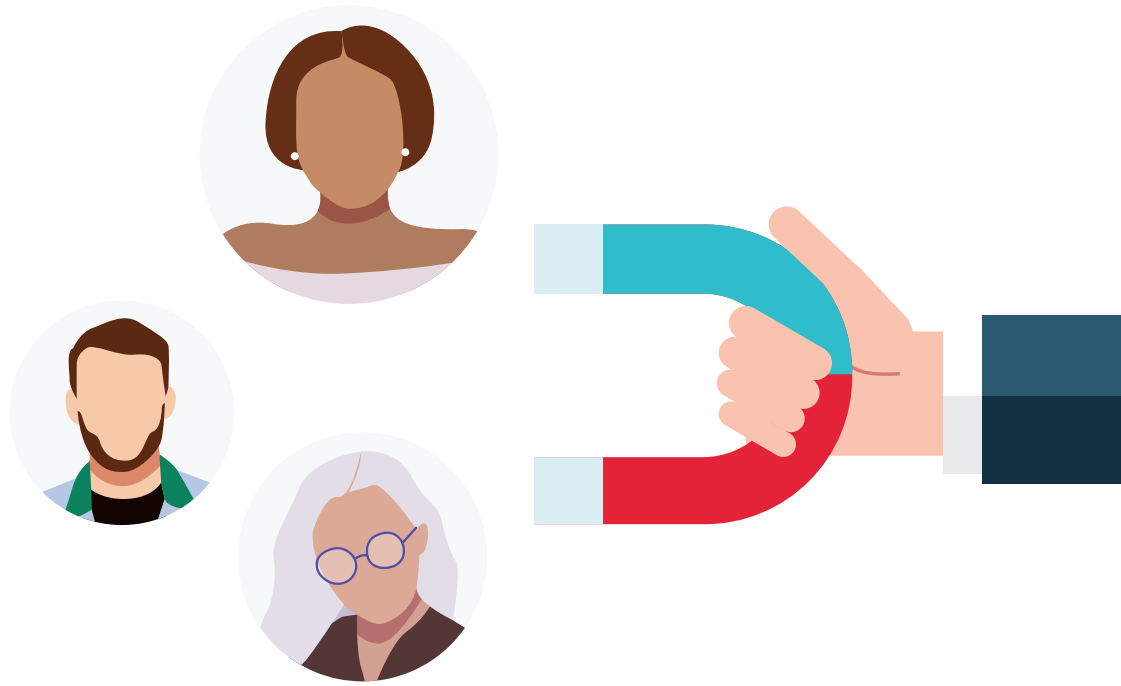
29) Benchmarking Candidate Salary Expectations

Example: What is the typical salary range for a mid-level firmware engineer in Munich?

30) Segmenting Candidate Pools by Intent

Example: Help me categorise these 15 candidates by who's ready to move, open to conversations, or a long-term lead.





FOR NEW BUSINESS

(WINNING NEW CLIENTS)

Use these prompts to open doors, create relevance, and win better accounts.



1) Writing Cold Outreach Emails

Example: Write a cold email to a COO in the clean tech sector about supporting their scale-up with contract talent.

2) Creating Email Nurture Sequences

Example: Build a 3-step email sequence to re-engage a client who ghosted after a proposal.

3) Crafting LinkedIn Connection Messages

Example: Write a short, friendly connection request message for a Talent Director at a medtech scale-up.

4) Preparing for Discovery Calls

Example: What questions should I ask a potential client hiring software engineers across Europe?

5) Outlining Service Offering Decks

Example: Create a simple value proposition for our retained search service in the aerospace sector.

6) Positioning Against Competitors

Example: How can I position my agency against larger generalists like Robert Walters or Hays?

7) Writing Elevator Pitches for Niches

Example: Write a 30-second pitch for a specialist agency placing embedded engineers in automotive.

8) Creating Industry-Specific Case Studies

Example: Write a case study summary of how we helped a Azure client reduce time-to-hire by 40%.

9) Building a Sales Objection Response Bank

Example: How do I respond when a client says they already have a PSL and don't need another agency?

10) Highlighting Urgency in the Market

Example: What data can I use to show clients that senior project managers in FM are getting snapped up fast?



11) Generating Email Subject Line Variations

Example: Give me 5 subject lines that would catch the eye of a hiring manager in fintech.

12) Suggesting Hooks for LinkedIn DMs

Example: What's a compelling first message to send a CTO that makes them want to reply?

13) Creating Comparison Tables for Service Tiers

Example: Build a table comparing our contingent vs retained offering in plain English.

14) Customising Pitches for Buyer Personas

Example: How should I adapt my pitch if I'm talking to a Head of Talent vs a Hiring Manager?

15) Developing Strategic Account Plans

Example: Help me map out an account development strategy for a global medical devices company.

16) Personalising Outreach Using Company News

Example: Draft a message referencing a recent funding round at a fintech firm to position our services.

17) Creating Icebreakers Based on Job Posts

Example: Write a DM referencing a Head of Engineering's job ad and suggesting why we can help.

18) Writing Value-Focused Follow-Ups

Example: Send a value-add follow-up after a client didn't respond to the first message.

19) Generating Client Win Headlines

Example: Create a strong headline summarising how we helped a logistics company hire 5 roles in 3 weeks.

20) Suggesting Pain Point-Driven Messaging

Example: What are typical hiring frustrations a Series B SaaS founder faces when scaling their team?



21) Drafting Outreach for Vertical Expansion

Example: Write a pitch email introducing our success in renewables and offering to help in adjacent sectors.

22) Turning Testimonials into Sales Assets

Example: Turn this client testimonial into a mini sales pitch for prospective clients.

23) Building a Conversation Starter Grid

Example: Suggest 10 short conversation openers I can use with Heads of Talent in manufacturing.

24) Creating Call Recap Emails

Example: Write a follow-up email summarising our intro call and the key outcomes agreed.

25) Explaining Commercial Models Clearly

Example: Explain our success-based and retained fee models in plain English for first-time buyers.

26) Writing a Mini Business Case

Example: Draft a one-pager showing why it makes sense to partner with us rather than keep hiring in-house.

27) Suggesting Lead Magnet Ideas

Example: What kind of downloadable resource could we create to attract hiring managers in healthcare?

28) Summarising Our USPs in One Paragraph

Example: Write a single paragraph that sums up what makes our agency stand out in the Microsoft recruitment space.

29) Creating Event Follow-Up Messaging

Example: Write a LinkedIn message to someone I met at the Construction Partner Day event, reconnecting and offering value.

30) Suggesting LinkedIn Comment Engagement Hooks

Example: What type of comments should I leave on hiring managers' posts to stay on their radar?





FOR ACCOUNT MANAGEMENT

(KEEPING CLIENTS WARM)

Use these prompts to stay relevant, deepen trust, and increase repeat business.



1) Sending Regular Update Emails

Example: Write a weekly client update summarising candidate activity and upcoming interviews.

2) Following Up After Interviews

Example: Draft a message asking for client feedback after the final interview stage.

3) Creating Value-Add Check-Ins

Example: Suggest a value-driven check-in email for a client we placed with two months ago.

4) Preparing for Client Review Meetings

Example: What should I include in a quarterly performance review with a retained client?

5) Sharing Market Intelligence

Example: Share 3 hiring trends in the AI sector that would be useful for a client hiring senior engineers.

6) Highlighting Upcoming Talent Trends

Example: Write a short email alerting a client to expected contractor shortages in their sector this summer.

7) Suggesting Additional Services

Example: Write a soft upsell email introducing our talent mapping service to an existing account.

8) Offering Interview Process Advice

Example: How can I tactfully suggest that the client's long hiring process might be affecting candidate drop-off?

9) Managing Client Delays

Example: Draft a diplomatic message chasing feedback from a slow-to-respond client without sounding pushy.

10) Keeping Warm Between Roles

Example: Send a message to maintain contact with a client even though they don't have a live vacancy right now.



11) Sharing a Shortlist Recap

Example: Write a tidy summary of the current shortlist status – 2 active, 1 withdrawn, 1 awaiting client feedback.

12) Sending Hiring Stats to Build Trust

Example: Summarise our recent hiring performance (CVs sent, interviews booked, time-to-hire) in one paragraph.

13) Creating a Client Feedback Survey

Example: Write a short post-placement survey to get client feedback on our process and communication.

14) Asking for Testimonials or Referrals

Example: Write a message asking a happy client for a testimonial or referral in a non-salesy tone.

15) Recapping Wins for Stakeholder Reports

Example: Help me write a summary of placements made this quarter to send to a client's internal HR team.

16) Responding to Client Concerns

Example: How should I respond if a client says they're unhappy with the last few CVs?

17) Sending Post-Placement Check-Ins

Example: Write a check-in message to a client three weeks after a candidate has started.

18) Reporting ROI to the Client

Example: Summarise how our placements saved time and improved delivery outcomes for the client last quarter.

19) Turning Hiring Feedback into Process Advice

Example: Based on recent rejections, what advice could I give the client to help refine their interview approach?

20) Updating Clients on Passive Pipelines

Example: Draft a message summarising passive market mapping progress, even though no CVs have been submitted yet.



21) Creating Project Timelines for Hiring Campaigns

Example: Outline a timeline for a 6-week hiring project for 4 contract roles.

22) Sharing Candidate Feedback with Clients

Example: Summarise what candidates are saying about the role and interview experience so far.

23) Handling Requests Outside the Original Scope

Example: How do I politely push back on a client asking for extra CVs outside the agreed spec?

24) Introducing New Consultants to the Account

Example: Write a warm intro email for the new consultant taking over this account.

25) Recapping Hiring Metrics for Stakeholders

Example: Write a summary of time-to-fill, CV-to-interview, and offer-to-accept ratios for a stakeholder report.

26) Offering a Market Review or Salary Benchmark

Example: Offer a free salary benchmarking report to keep a key account engaged even when not actively hiring.

27) Tracking Post-Placement Success

Example: What questions should I ask 3 months post-placement to demonstrate candidate success and impact?

28) Sending 'Talent Radar' Updates

Example: Write a short email updating a client about 3 standout passive candidates we've spotted in their niche.

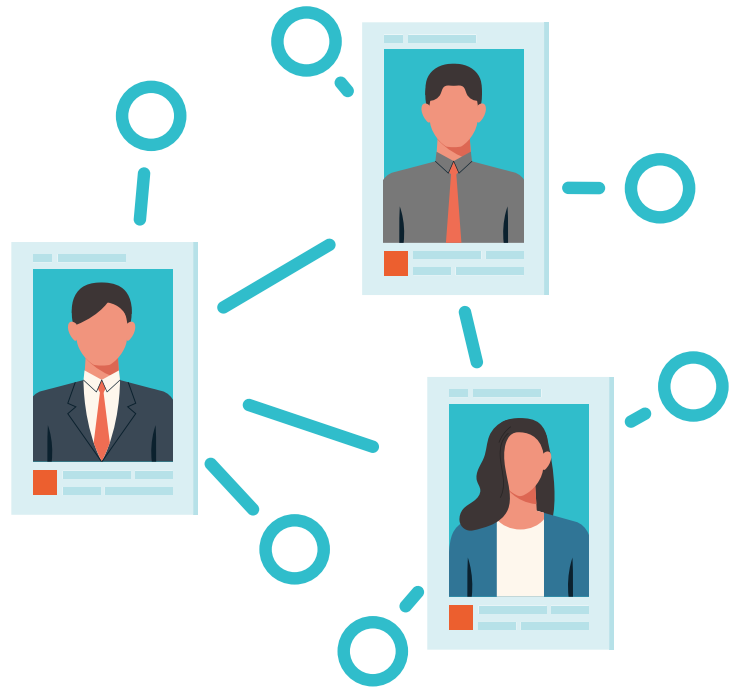
29) Celebrating Client Wins

Example: Write a congratulatory message to a client who just announced a product launch or expansion.

30) Creating a Quarterly Snapshot PDF

Example: Help me write the content for a one-page quarterly summary showing hiring metrics and added value.





FOR CANDIDATE MANAGEMENT

(KEEPING CANDIDATES WARM)

Use these prompts to build trust, show transparency, and maintain momentum with your talent pipeline.



1) Sending Interview Updates

Example: Write a friendly message to let a candidate know the client hasn't yet provided interview feedback.

2) Managing Delays or Stalled Processes

Example: How do I explain to a candidate that the hiring manager is on holiday without sounding disorganised?

3) Sending Progress Updates

Example: Draft a weekly message to update a candidate on where they stand in the process and what's next.

4) Providing Interview Preparation Advice

Example: Write a pre-interview email with prep tips for a candidate meeting a fintech client.

5) Handling Candidate Rejections with Care

Example: Write a respectful rejection message for a candidate who reached the final stage but didn't get the role.

6) Keeping Candidates Engaged Between Stages

Example: Send a message to a candidate while they wait 10 days between 'interview rounds.

7) Reactivating Dormant Candidates

Example: Write a message to a candidate I haven't spoken to in 6 months to check if they're open to new roles.

8) Sharing Constructive Feedback

Example: How can I share critical interview feedback with a candidate in a way that encourages growth?

9) Managing Counteroffers

Example: How do I support a candidate who's just received a counteroffer from their current employer?

10) Supporting Post-Offer Communication

Example: Write a message congratulating the candidate on the offer and outlining next steps.



11) Handling Dropouts or No-Shows

Example: How can I tactfully message a candidate who ghosted an interview to see what went wrong?

12) Sending Start Date Reminders

Example: Write a message reminding a candidate of their start date and wishing them good luck.

13) Building Long-Term Relationships

Example: Draft a message to check in with a placed candidate six months later and offer future support.

14) Turning Candidate Success into a Story

Example: Summarise a placed candidate's success into a mini spotlight post for social or internal use.

15) Creating Feedback Surveys

Example: Write a candidate satisfaction survey to help us improve our experience and communication.

16) Checking Availability Before a New Role Comes In

Example: Write a message to check if a previous candidate is available before I pitch them for a new development contract.

17) Clarifying Candidate Priorities

Example: What questions can I ask to better understand what really matters to this candidate in their next role?

18) Helping Candidates Navigate Career Decisions

Example: How can I support a candidate choosing between a better salary and more flexible working?

19) Sharing Industry Trends with Candidates

Example: Write a short update for candidates about salary changes and demand for React developers in 2025.

20) Supporting Candidate Confidence Before Interviews

Example: Draft a motivational message for a candidate who's nervous ahead of a final-stage interview.



21) Reassuring Candidates During Long Processes

Example: How do I keep a candidate engaged when the process is dragging but they're still in the running?

22) Dealing with "Overqualified" Feedback

Example: How can I explain to a senior candidate that the client felt they were overqualified?

23) Offering Career Development Advice

Example: Suggest 3 professional development ideas for a contractor SAP consultant who wants to go permanent.

24) Maintaining Engagement with Silver Medalists

Example: Write a message to a finalist candidate who didn't get the job but we want to keep in our talent pool.

25) Capturing Availability Dates and Preferences

Example: Write a message asking a candidate for their next availability and preferred working model (hybrid, remote, etc.).

26) Handling Reluctant Movers

Example: How can I encourage a candidate who's unsure about changing jobs but clearly underpaid?

27) Creating a Candidate Welcome Pack

Example: What should I include in a welcome pack email for a candidate starting a new contract with us?

28) Sharing Interview Outcomes Transparently

Example: Write a message explaining that the client hired internally, but the candidate was strong and professional.

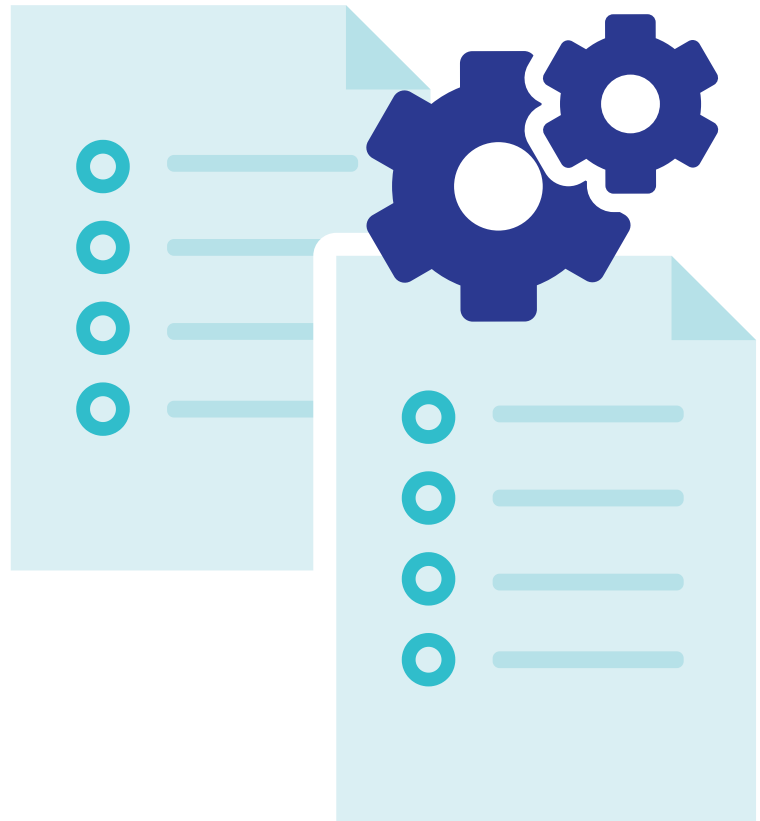
29) Encouraging Candidate Referrals

Example: Write a message asking a placed candidate if they know anyone for a similar open role.

30) Collecting Testimonials from Candidates

Example: Draft a message asking a candidate for a short testimonial about their experience working with us.





FOR OPERATIONS

(PROCESSES AND ADMIN)

Use these prompts to standardise delivery, reduce repetitive admin, and keep your back-office sharp.

1) Writing Internal SOPs

Example: Write a standard operating procedure for submitting new job roles to the CRM.

2) Creating Handover Templates

Example: Create a handover doc template for when a live role is reassigned to a different recruiter.

3) Drafting Internal Candidate Tracker Formats

Example: Build a simple table to track candidate name, role, stage, last contact, and notes.

4) Outlining CRM Data Hygiene Rules

Example: What should our internal policy be for cleaning up candidate records in the CRM?

5) Generating Onboarding Checklists

Example: Create a checklist for onboarding a new recruitment consultant joining a contract delivery team.

6) Automating Weekly Admin Tasks

Example: What admin tasks should I automate with Zapier for a small recruitment agency?

7) Writing Internal Process Guides

Example: Write a step-by-step internal guide for closing a placement in the system.

8) Creating Interview Scheduling Templates

Example: Draft a reusable email template for coordinating interview slots with clients and candidates.

9) Building Internal Reporting Templates

Example: Create a weekly reporting format showing active roles, CVs sent, interviews booked, and placements.

10) Documenting Timesheet Submission Processes

Example: Write instructions for contractors on how to submit timesheets via our online portal.

11) Creating Leave or Absence Processes

Example: Help me write a short internal guide for how to log annual leave or sickness as a recruiter.



12) Writing Role Play Training Scripts

Example: Create a script for roleplaying a client briefing call for junior recruiters.

13) Generating Email Templates for Admin Use

Example: Draft a candidate compliance reminder email (right to work, ID check, etc.).

14) Creating Offer Letter Templates

Example: Write a basic offer confirmation email template for contract placements.

15) Setting Weekly Prioritisation Routines

Example: Suggest a Monday morning prioritisation checklist for recruiters juggling 6+ live roles.

16) Creating a GDPR/Compliance Reminder Script

Example: Write a monthly reminder email for the team about GDPR and data retention rules.

17) Documenting the Candidate Onboarding Process

Example: Outline the onboarding steps we should follow after a candidate accepts a permanent job offer.

18) Clarifying Escalation Protocols

Example: What's a clear way to document how consultants should escalate client issues internally?

19) Writing a Weekly Desk Review Template

Example: Build a weekly desk review template that includes open jobs, ageing roles, and stuck candidates.

20) Standardising Role Qualification Questions

Example: Write a universal checklist of questions we should ask every client when taking a job brief.

21) Creating a Candidate Drop-Off Tracker

Example: Build a spreadsheet layout to track where candidates are dropping out of the hiring process.



22) Designing a Process for Feedback Loops

Example: Write a process that ensures candidate feedback gets logged in the CRM and shared internally.

23) Defining Internal Service Level Agreements (SLAs)

Example: Draft internal SLAs for submitting CVs within 48 hours of job brief receipt.

24) Writing Team Onboarding Schedules

Example: Create a 10-day onboarding schedule for a junior recruiter joining the perm delivery team.

25) Building a Contractor Offboarding Process

Example: What steps should we take when a contractor finishes their assignment - internally and externally?

26) Creating a Template for Internal Roles Briefs

Example: Write a briefing form our sales team can use to pass new jobs to delivery consultants.

27) Outlining a Referral Incentive Admin Process

Example: How should we track and manage candidate referrals, rewards, and expiry periods?

28) Preparing a Roles Summary Sheet for Weekly Standups

Example: Design a format to summarise all live roles for a team standup, including urgency and blockers.

29) Drafting a Guide for Timesheet Chasing

Example: Write a polite template for chasing missing timesheets from contractors at the end of the week.

30) Creating a Template for Contract Extension Alerts

Example: Draft a process and reminder template for flagging upcoming contract end dates to consultants.





FOR MARKETING

(ANY KIND OF COMMUNICATION)

Use these prompts to craft standout content, build your brand, and drive inbound engagement.



1) Turning Job Ads into LinkedIn Posts

Example: Rewrite this job ad for a SAP Project Manager into a short, engaging LinkedIn post.

2) Creating Social Content from Placement Wins

Example: Write a LinkedIn post celebrating a recent placement without naming the client or candidate.

3) Drafting Personal Brand Posts for Consultants

Example: Suggest a weekly content plan for a consultant who wants to build their presence in the software sales recruitment space.

4) Writing Email Campaigns for Clients

Example: Write an email introducing our niche contract talent pool to a warm client list.

5) Creating Drip Emails for Candidates

Example: Build a 3-email nurture sequence to stay in touch with passive candidates.

6) Designing Polls for LinkedIn Engagement

Example: Write a LinkedIn poll for construction professionals about the biggest causes of project delays.

7) Crafting Newsletter Snippets

Example: Write a short piece for our monthly newsletter on hiring trends in EV manufacturing.

8) Repurposing Internal Insights into Content

Example: Turn these recruiter notes on contractor trends into a thought leadership post.

9) Creating Content for Events or Webinars

Example: Write a LinkedIn event description for a webinar on “Hiring Mistakes to Avoid in Scaleups.”

10) Generating Testimonials into Posts

Example: Rewrite this client testimonial as a high-trust, conversational LinkedIn post.

11) Making Carousel Content from Case Studies

Example: Break this case study into 5 short carousel slides for a LinkedIn post.



12) Writing Punchy Job Ad Headlines

Example: Give me 5 variations of a job ad headline for a .NET developer in Denmark.

13) Turning Common Client Objections into Content

Example: Write a post tackling the myth that “retained search takes too long.”

14) Creating Templates for Company LinkedIn Pages

Example: Draft a standard tone and template for all team members sharing jobs via the company page.

15) Explaining Your Recruitment Process Visually

Example: Write the script for a short explainer video describing how we deliver contract roles in under 7 days.

16) Building a LinkedIn Content Calendar

Example: Create a 4-week content calendar for a recruiter specialising in SAP placements in the DACH region.

17) Creating FAQs for Candidate Attraction

Example: Write an FAQ section for a landing page aimed at attracting UK-based contractors.

18) Writing Bios for Consultant LinkedIn Profiles

Example: Write a professional and approachable LinkedIn bio for a recruitment consultant specialising in embedded software.

19) Generating Content for Niche Hiring Guides

Example: Draft the intro and 3 key tips for a “Hiring Guide for Data Engineers in the Nordics.”

20) Developing a Tone of Voice Framework

Example: Build a tone of voice guide for an agency that’s direct, data-driven, and anti-fluff.

21) Writing "About Us" Copy for the Website

Example: Write a 3-paragraph About Us page for a specialist recruitment firm in the aerospace sector.



22) Creating 'Meet the Team' Posts

Example: Write a short LinkedIn intro post to highlight one of our new consultants joining the team.

23) Drafting Outreach Templates That Feel Branded

Example: Write a cold outreach email that reflects our agency's no-nonsense and honest tone of voice.

24) Rewriting Boring Job Ads for Personality

Example: Rewrite this dry job spec in a tone that's energetic, friendly, and speaks to the candidate's ambition.

25) Turning Stats Into Graphics or Posts

Example: Turn this stat ("71% of project overruns are caused by leadership gaps") into 3 bold post ideas.

26) Writing Instagram Captions for Office Culture

Example: Write a caption for a team photo showing our company away day - friendly, fun, and on-brand.

27) Creating Content From Consultant FAQs

Example: What's a LinkedIn post idea I could create from the question: "Why do candidates ghost?"

28) Writing LinkedIn Comments to Boost Visibility

Example: Give me 5 comment ideas I could leave on posts from hiring managers to spark conversation.

29) Creating a Branded "We're Hiring" Post

Example: Draft a post announcing we're hiring recruiters in a way that reflects our culture and ambition.

30) Building a Welcome Sequence for New Subscribers

Example: Create a 3-email welcome sequence for candidates who've subscribed to our content.





FOR ANALYTICS & REPORTING

**(FOR HIGHLIGHTING TRENDS AND
SUGGESTING INSIGHTS)**

Use these prompts to turn raw data into insights, showcase value, and guide strategic decisions.



1) Summarising Weekly Activity Reports

Example: Write a weekly summary of our activity including jobs taken, CVs submitted, interviews booked, and placements made.

2) Spotting Candidate Funnel Drop-Off Points

Example: Analyse why we're submitting lots of CVs but getting very few interviews - what might be the problem?

3) Comparing Time-to-Fill Across Clients

Example: Summarise our average time-to-fill for permanent roles across three key accounts.

4) Creating Performance Dashboards

Example: Suggest key metrics to include in a weekly delivery dashboard for the contract recruitment team.

5) Explaining KPIs to Consultants

Example: How should I explain the importance of CV-to-interview and interview-to-placement ratios to a junior recruiter?

6) Generating Insights for Client Reviews

Example: What insights can I share in a quarterly review with a client to demonstrate delivery success?

7) Highlighting Seasonal Trends

Example: Summarise how hiring activity has fluctuated over the past 12 months in the pharmaceutical sector.

8) Tracking Job Order Performance

Example: Write a breakdown of our success rate across different job types - perm vs contract, tech vs non-tech.

9) Reporting on Candidate Feedback Themes

Example: Summarise the most common feedback themes from rejected candidates over the past quarter.

10) Identifying High-Performing Clients

Example: Which clients give fast feedback, run structured interviews, and convert the most offers?



11) Visualising Metrics for Leadership

Example: Turn these raw KPIs into a leadership-ready summary highlighting strengths, risks, and recommendations.

12) Flagging At-Risk Accounts from Activity Data

Example: What signs in our CRM data suggest a key client might be going cold?

13) Creating Monthly Delivery Snapshots

Example: Draft a one-pager summary of delivery stats and notable placements for our top clients this month.

14) Benchmarking Consultant Productivity

Example: How does this consultant's CV:interview ratio compare to the team average?

15) Forecasting Hiring Based on Role Volume

Example: Based on the last 3 months of job orders, what roles are we likely to see more of next quarter?

16) Highlighting ROI for Clients

Example: Write a paragraph showing the ROI a client gained from using our retained search model vs contingent.

17) Identifying Low-Yield Activities

Example: What common recruiter activities generate the least output based on our CRM data?

18) Tracking Sourcing Channel Effectiveness

Example: Compare the conversion rates from LinkedIn sourcing vs referrals over the past 90 days.

19) Creating Snapshot Reports for Marketing

Example: Write a 5-line summary of candidate trends we can use in our monthly newsletter.

20) Summarising Weekly Standup Talking Points

Example: What are the 3 most important performance trends we should cover in Monday's team standup?



21) Reporting on Candidate Speed Metrics

Example: How fast are candidates moving from first contact to interview across different verticals?

22) Analysing Lost Placements

Example: What patterns are emerging from candidates who pulled out before accepting offers?

23) Creating Internal League Tables

Example: Write a monthly “leaderboard” style summary showing top performers by interviews booked and placements made.

24) Evaluating Campaign Effectiveness

Example: Based on our campaign activity, what content generated the most candidate responses this month?

25) Flagging Aged Job Orders

Example: Which open roles are over 30 days old, and what’s holding them back from progressing?

26) Suggesting Optimisation Areas for Workflow

Example: Where in our delivery process are we losing time - and what could we automate or improve?

27) Summarising Client-Specific Data for Account Growth

Example: Write a short paragraph showing how we’ve reduced time-to-hire by 25% for a key client this year.

28) Presenting Weekly Pod-Level Insights

Example: Write a Slack-ready summary of how the Tech Delivery Pod performed this week vs target.

29) Generating Insights from Rejected Offers

Example: What are the most common reasons candidates are turning down offers from our clients?

30) Building a 'Top Talent' Report

Example: Create a short report we can send to clients showing 3 standout candidates actively on the market.





FOR LEARNING & DEVELOPMENT

(IMPROVING ALL AREAS)

Use these prompts to train teams faster, refresh skills, and build internal knowledge at scale.



1) Explaining Recruitment Models

Example: Explain the difference between retained, contingent, and RPO recruitment models for a new hire.

2) Creating Onboarding Content for New Consultants

Example: Write a 5-day onboarding plan for a new consultant joining our permanent delivery team.

3) Building a Role Play Scenario

Example: Create a mock discovery call scenario for a consultant learning how to win new business.

4) Designing Internal Knowledge Quizzes

Example: Write a 10-question quiz covering the full candidate delivery process.

5) Summarising Key Industries and Verticals

Example: Write a short explainer on the current state of the UK built environment sector for a junior recruiter.

6) Creating Cheat Sheets for Search Techniques

Example: Build a one-pager of Boolean operators and examples for sourcing on LinkedIn.

7) Coaching on Interview Qualification

Example: What are the 5 best questions to ask a client during a job briefing call?

8) Developing a Talent Strategy 101 Guide

Example: Write an internal guide explaining how recruitment fits into a client's broader talent strategy.

9) Writing Templates for Consultant Self-Evals

Example: Create a monthly self-review template for consultants to reflect on activity, wins, and blockers.

10) Building Case Studies for Internal L&D

Example: Turn this candidate placement into a case study that shows how persistence led to a win.



11) Creating a 'Coaching Prompts' Library for Managers

Example: Give me 10 questions to help a manager coach a consultant who is struggling with client calls.

12) Designing Role-Based Learning Paths

Example: Outline a 30-day learning roadmap for someone moving from delivery into 360 recruitment.

13) Reinforcing Process Adoption with Micro-Learning

Example: Write a Slack message summarising why updating the CRM within 24 hours is critical – short and punchy.

14) Developing Commercial Awareness

Example: Explain what hiring managers mean when they talk about “attrition,” “headcount planning,” or “bench strength.”

15) Explaining Industry Jargon

Example: What do D365 CE and F&O mean – and how should I explain the difference to someone new?

16) Writing 'What Good Looks Like' Playbooks

Example: Create a short guide on what “good” looks like in a first client call for a 360 recruiter.

17) Developing a Learning Library Outline

Example: Suggest 10 core topics to include in an internal learning library for recruitment consultants.

18) Breaking Down the Recruitment Lifecycle

Example: Explain the full recruitment lifecycle to someone in their first week at a recruitment agency.

19) Teaching Effective Time Management for Recruiters

Example: Suggest a time-blocking structure for a delivery consultant handling 6 active roles.

20) Creating Scenario-Based Coaching Tools

Example: Write 3 situational coaching prompts for someone struggling with client objections.



21) Explaining Metrics and KPIs in Plain English

Example: What's a simple way to explain CV:Interview and Interview:Placement ratios to new hires?

22) Writing a Guide to Using the ATS or CRM

Example: Create a simple onboarding guide for using our CRM to log candidate activity and notes.

23) Building a DEI-Focused Candidate Experience Checklist

Example: What should a recruiter do to ensure their candidate comms and process feel inclusive?

24) Creating Weekly Learning Prompts

Example: Suggest 5 Slack-ready "learning of the week" prompts that spark discussion across the team.

25) Designing a Peer Learning Buddy System

Example: Outline how to set up a peer buddy system so junior recruiters can learn from senior ones.

26) Explaining Commercial Models Beyond Fees

Example: What's the difference between day rate, fixed-term contract, and statement-of-work hires?

27) Coaching Recruiters on Candidate Care

Example: Write a training summary on what excellent candidate experience looks like during the interview process.

28) Creating a 'Common Mistakes to Avoid' Guide

Example: What are the top 5 mistakes new recruitment consultants make — and how can they avoid them?

29) Reinforcing LinkedIn Best Practices

Example: Write a short guide on how to grow a relevant audience on LinkedIn without being spammy.

30) Writing Internal 'Micro-Learning' Lessons

Example: Create a Slack-friendly mini-lesson on how to write better subject lines in candidate outreach.





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