Welcome to

Unlocking the power of ChatGPT for HR:
Building Custom Tools

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KAT CORTAVE

Associate Director of Talent Development
@ Generate Biomedicines

Hi, I'm Kat!

Thought Partner Extraordinaire

I'm the person who loves diving into big ideas and collaborating to bring them to life. Whether it's brainstorming, problem-solving, or offering a fresh perspective, I'm here to challenge thinking, spark creativity, and help turn visions into action.

Process Improvement Champion

I'm passionate about finding ways to make things work better—whether it's building systems or improving processes. I love finding smarter ways to get things done!

Experience Architect

When building processes or systems, I'm always thinking about how people will use them. I'm committed to creating intuitive, user-friendly experiences that make life easier.

Self-Taught Enthusiast

I'm a lifelong learner! When I come across something I don't understand or find something new I want to explore, my curiosity takes over. Off I go—Googling, YouTubing, or consulting ChatGPT.

SCAN ME!
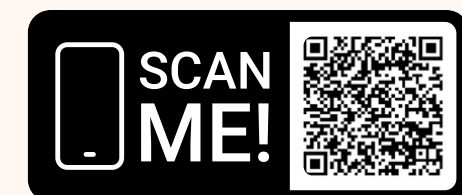
Before you get started...

Disclaimer: Use of Custom GPT Tools

For Personal & Internal Use: Feel free to adapt the prompt for your personal use or for your organization's internal purposes.
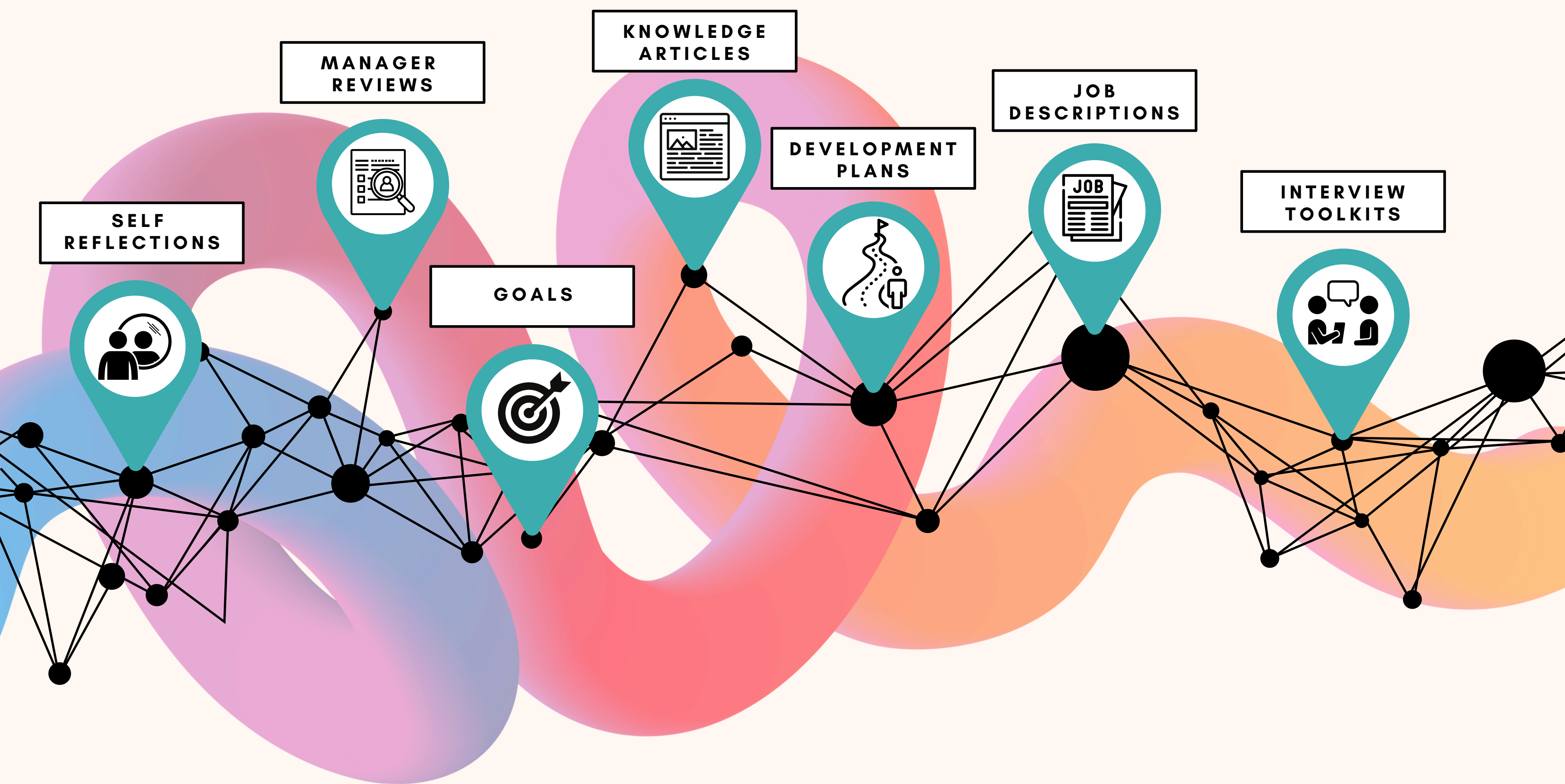
Data Privacy: It is **<u>critical</u>** to consult with your organization's IT and legal teams before using the custom GPT tools. Non-enterprise accounts may lack the necessary security measures, and the protection of sensitive or confidential data cannot be guaranteed in these environments. It is your responsibility to ensure data privacy before inputting any proprietary or personal information.

Limited Features: Keep in mind, some advanced features may not be available on non-enterprise accounts. Check your access and work with what's available!

Show of hands :
How often are you using ChatGPT?

SELF REFLECTIONS

MANAGER REVIEWS

KNOWLEDGE ARTICLES

DEVELOPMENT PLANS

JOB DESCRIPTIONS

INTERVIEW TOOLKITS

GOALS

UNLOCKING THE POWER OF CHATGPT FOR HR: BUILDING CUSTOM TOOLS

AI: Roadmap

Creating a Custom GPT

Key Ingredients:

- Access to ChatGPT Plus (or Enterprise Account)
- The Specific Challenge or Process You Want To Address
- Discovery/Design session pre-build with Volunteer Users
- Approval from Legal + IT to Create/Use/Share Your Tool
- Essential Data, Documents, + Context for training the tool
- Instructions For Structure/Format/Personalization
- Volunteers for Testing + Feedback
- Periodic review & revisions - Keep it fresh!

Kat's Recipe

Questions to Answer...

Who are the primary users of this tool? Just You, Other Members of HR, Managers, Employees?

What organizational context or cultural information should be incorporated into the instructions?

Are there documents or data that the tool should reference when responding to the prompt?

Should the output be formatted to be compatible with or easy to enter into a system?

Customized Tools

Example:
Development Plan Generator

A tool that helps design customized development plans by evaluating strengths, areas for improvement, and career aspirations, offering actionable steps for skill enhancement, leadership growth, and progression within the organization.
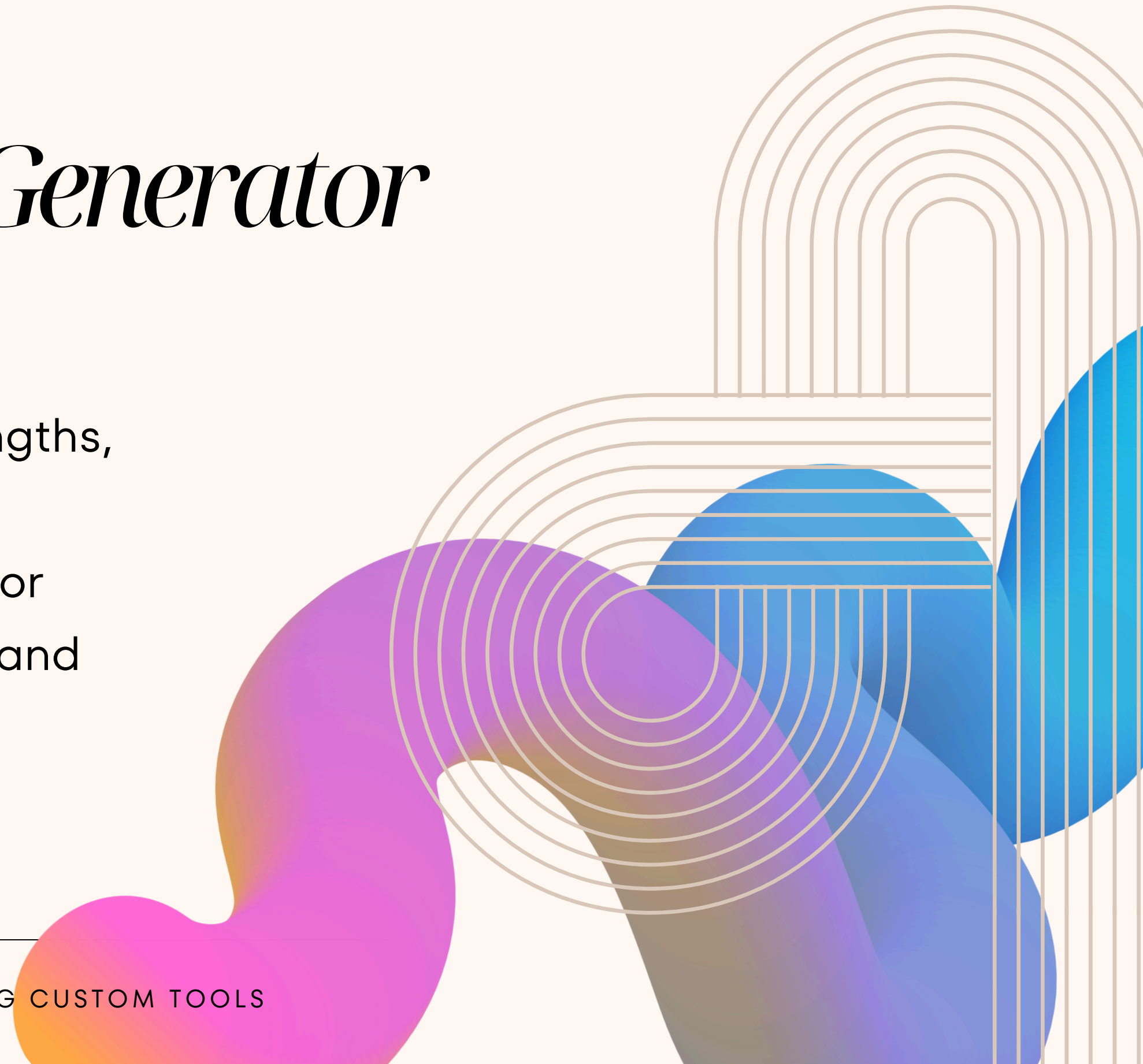
Create a development plan template for [EMPLOYEE NAME]. The plan should include both short and long-term goals tailored to their current role as a [CURRENT ROLE], career aspirations, and performance history. The plan should also be aligned with [COMPANY]'s values, and strategic goals. This development plan should be actionable and measurable, ensuring [EMPLOYEE] has clear milestones to track their growth on a quarterly basis. Ensure that any learning and development opportunities are linked to their current role and future roles they may aspire to. The plan should integrate the following elements:

Skills Development: Review performance review and peer feedback from source files and identify key competencies for growth, including any gaps in their current skill set. Include development opportunities tied to attached leadership competencies.

Learning Opportunities: Recommend a mix of formal learning (courses, certifications, workshops), on-the-job development through challenging projects or cross-functional assignments, mentorship or coaching for guidance, and opportunities for peer learning and networking.

Manager Support: Suggest 3 actionable steps their manager can take to support their development in addition to regular checkins and ongoing feedback.

Tracking Progress: Outline metrics and a tracking method to measure progress towards the goals, with a plan to revisit and adjust the development plan on a quarterly basis.

DOC	DOC	XLS	PDF	PDF	PDF
Current Role JD	**Aspirational Role JD**	**Peer Feedback**	**Performance Review**	**Company Values**	**Company Goals**

Thank you!