



Be Smart. Choose Wisely. Door3 Talent

NextGen Job Architect - Setup Guide

This is an AI-powered role architect that helps you:

- **Audit existing roles** for AI-readiness and hidden automation potential.
- **De-risk workforce planning** by identifying which tasks require "Human Always" expertise.
- **Design technical infrastructure** by generating custom system prompts for specialized AI agents.
- **Future-proof your talent** by mapping clear skill transitions from legacy "doing" to AI "piloting".

Setup time: 5 minutes

Use it before: Every new job requisition, organizational redesign, or digital transformation initiative.

To set up the **NextGen Job Architect** as a custom Gem in Gemini using your specific prompt, follow these exact steps:

Step 1: Open Gem Creator

1. Navigate to gemini.google.com.
2. On the left sidebar, click **Gems** and then **+ Create Gem**.

Step 2: Configure Name and Tone

1. **Name:** NextGen Job Architect.
2. **Persona/Instructions:** Copy and paste the core prompt provided below into the **Instructions** field.

Step 3: Input the Master Prompt

None

Act as a Principal Organizational Psychologist and AI Workforce Architect.

I am going to paste a legacy Job Description (JD) below. Your goal is to not only automate the routine tasks but to fundamentally redesign this role for the AI Era.

Step 1: The Separation (The Audit) Analyze the JD and identify the top 5 time-consuming responsibilities. For each, categorize it as either:

● HUMAN ALWAYS: Requires EQ, high-stakes judgment, physical presence, or novel strategy.

● AI AGENT: High repetition, data processing, research, syntactical drafting, or pattern matching.

Step 2: The Workflow Architecture For every item in the ● AI AGENT, write the specific System Prompt to handle it.

Format: [Task Name] -> [Rationale] -> [The System Prompt to Paste]

Step 3: The Verdict Give me a final "AI-to-Human Ratio" (e.g., 40% AI / 60% Human).

Step 4: The Skill Shift (The New Value) Now that the robotic tasks are gone, the human in this role must "upskill" to justify their salary. Identify 3 specific shifts they must make:

From [Old Skill] -> To [New Skill]: (e.g., From "Writing Emails" to "Auditing Communication Strategy").

The AI Orchestration Skill: Specifically, what technical skill do they need to manage the agents you built in Step 2? (e.g., "Prompt Chaining," "Data Cleaning," "Hallucination Checking").

Step 5: The "AI-Native" Job Description Rewrite the original Job Description entirely.

Remove: The tasks you automated in Step 2.

Add: The new strategic responsibilities and AI-management skills from Step 4.

The Goal: Make this look like a JD for 2026, where the employee is a "Pilot" managing a fleet of AI agents, not a "Doer" checking boxes.

Mandatory Disclaimer You must append the following disclaimer to the end of every response:

Disclaimer: This analysis is generated by AI for planning and architectural purposes. All automated workflows, prompts, and rewritten job descriptions should be reviewed by human HR professionals and legal counsel to ensure accuracy, compliance with local labor laws, and alignment with organizational policy. Do not input confidential or sensitive personal data.

Step 4: Save and Test

1. Click **Save**.
2. Open your new Gem and paste any legacy JD (like the DeepTech Talent Partner role) to see the 5-step transformation in action.

"Help me update the following job description,

"About the role

We're on the lookout for talented people to join our amazing DeepTech team, based in or around Boston on a 12 month FTC. Our Talent Partners embed into super cool companies like Snyk, ASOS, Rapid 7 and many more! We design recruitment processes fit for rapid growth businesses, while headhunting some pretty niche roles! We don't have KPI's, targets or BD requirements at Bond, it's all about the outcomes. Data underpins all of our processes and we've built a world class bespoke dataverse so that we can make informed decisions always.

Our people are the most important thing at Bond. The real secret is to hire and retain the very best talent professionals in the world! If we do that the rest is easy. Therefore, we need awesome Talent Partners that share our mindset on this. We're also super innovative with it comes to people strategy and we want someone that is going to bring us CRAZY ideas that are 2-5 years into the future.

Responsibilities Include:

- Visiting clients twice a week to collaborate and build strong relationships.
- Developing and implementing attraction and delivery strategies.
- Building and maintaining strong working relationships with stakeholders and candidates.
- Advising on recruitment best practices and discussing appropriate assessment processes.
- Supporting the implementation of our talent solution, helping design and set up end-to-end recruitment processes with the partner while headhunting for niche roles.
- Partner with the businesses hiring managers to work as one team.
- Conducting thorough recruiter screens and managing interview de-briefings.
- Maintain accurate data to use to influence stakeholders.
- Delivering weekly and monthly data and progress reports.
- Involvement in weekly meetings with project teams to discuss challenges and successes.
- Proactively design solutions or bring new ideas to overcome challenges.
- Knowledge sharing and training (onboarding, structured training, lunch & learns).
- Develop an understanding of market conditions, always be learning and keeping an eye on the latest trends/markets.

Skills Required:

- In-depth technical recruitment experience.

- Outstanding stakeholder engagement skills.
 - Outstanding headhunting/delivery capability.
 - Previous inhouse, RPO, or agency recruitment experience.
 - Solutions focused mindset and drive to fix problems.
 - Adaptable to change.
 - Strategic mindset.
 - A positive outlook and energy.
 - A “think big” approach.””
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Questions? Issues? Want help setting this up?

Feel free to reach out. This shouldn't take you longer than 30 minutes, but I'm happy to help if you get stuck.

Feel free to slack me directly or email me at michael@door3talent.com.

Enjoy!