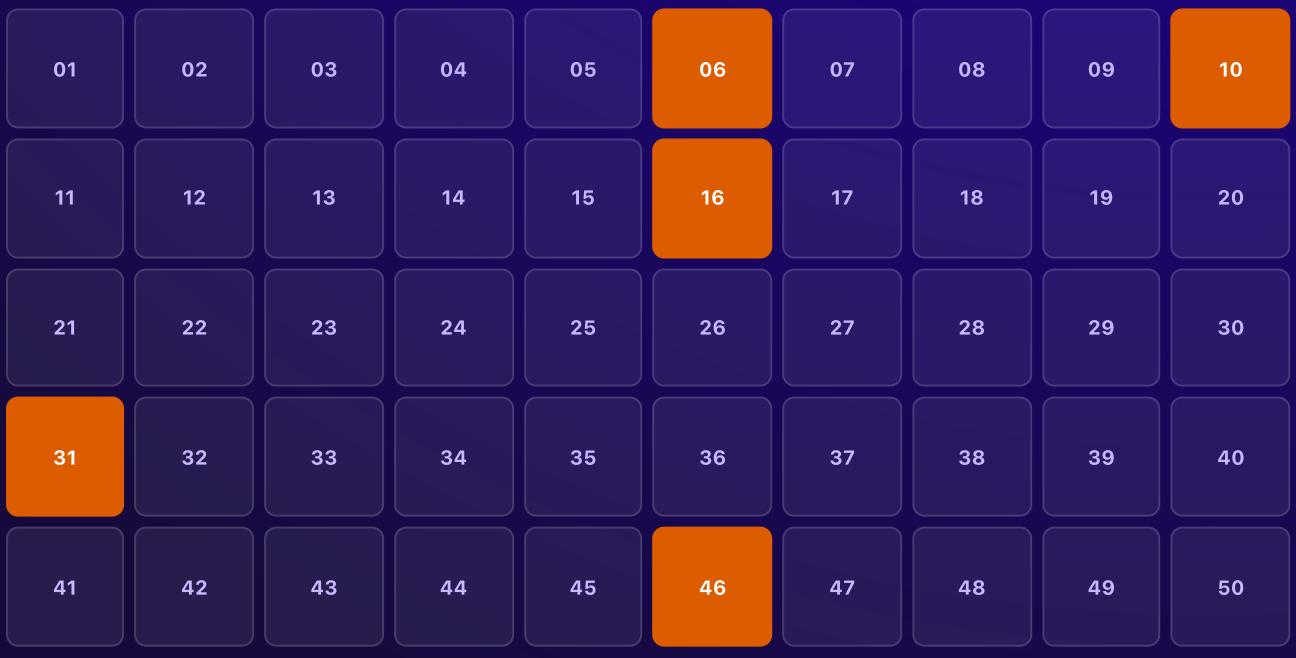
ScoutforU

FREE PREVIEW

The HR Toolkit

50 AI-ready HR skills — playbooks, templates and copy-paste prompts for the entire employee lifecycle



50	10	60+	50
HR SKILLS	SECTIONS	TEMPLATES	AI PROMPTS

By ScoutforU Consultants · scoutforu.com/hr-toolkit

Edition 1 · 2026

WHAT'S INSIDE

The complete toolkit at a glance

This free preview includes 5 complete skills. The full toolkit includes all 50.

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03	Role Design	Full toolkit
04	Org Mapping	Full toolkit
05	Hiring Plan	Full toolkit

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START HERE

How to use this toolkit

Fifty practical HR "skills" — each one a repeatable piece of HR work, broken into a playbook you can run today. Use them yourself, hand them to managers, or use the AI prompts to produce a first draft in minutes.

Anatomy of a skill

What you'll get	The finished output of the skill.
When to use it	The trigger moments — so you know which skill to reach for.
What you'll need	Inputs to collect first. Good inputs = good output.
Step-by-step	The proven process, in order.
Template	A fill-in form or table, often with worked example rows. Editable copies are in the Word file.
AI prompt	A tested prompt. Replace every **[BRACKET]** with your details and paste it into any AI assistant.
Pro tips & India note	What experienced HR people do differently, and Indian compliance points to check.

Five rules for using AI in HR

1. **Anonymise first.** Replace names, phone numbers, salaries and IDs with codes before pasting anything into an AI tool. Candidate and employee data is personal data under India's DPDP Act, 2023.
2. **AI drafts, humans decide.** Never let an AI tool make a hiring, rating, disciplinary or termination decision. Review every output.
3. **Give context.** The more specific your inputs (company size, industry, state, role), the better the output.
4. **Check the law.** Labour law varies by state and is changing under the four Labour Codes. Verify compliance points with a professional.
5. **Make it yours.** Edit outputs into your company's voice and values before sharing.

> This toolkit provides general HR guidance and templates. It is not legal advice. Thresholds, due dates and rules mentioned were checked at the time of writing and can change — confirm with a qualified labour-law or compliance professional for your state and situation.

Job Description

What you'll get: A clear, inclusive, candidate-friendly job description that attracts the right people and screens out the wrong ones.

WHEN TO USE IT

Every time you open a role — or when an existing JD is getting lots of applications but few good ones.

WHAT YOU'LL NEED

- Role blueprint (Skill 3) or brief from the hiring manager
- Salary range and work mode
- Company story and benefits
- Interview process steps

Step-by-step

1. Start with a hook: why this role matters and what the person will achieve in year one.
2. List 5–7 responsibilities as outcomes ('Build and own …', 'Reduce …') rather than vague duties.
3. Split requirements into must-have (max 5) and nice-to-have; remove degree or years-of-experience filters that aren't truly needed.
4. Be specific about location, work mode, salary range and the hiring process — transparency increases good applications.
5. Check the language for bias (e.g. 'rockstar', 'young and dynamic', gender-coded words) and jargon.
6. Keep it scannable: 400–700 words, short bullets, a clear call to apply.

Template

JD structure	
Job title (searchable, standard) · Location · Work mode · Experience range	
About us — 2–3 lines on mission, scale and why people stay	
The role — why it exists and what success looks like in 12 months	
What you'll do — 5–7 outcome-based bullets	
What you'll bring — must-haves (max 5)	
Nice to have	
What we offer — salary range, benefits, growth, culture	
Our hiring process — steps and timeline	
How to apply + equal opportunity statement	

✳ **AI prompt — copy, fill the [brackets], paste into Claude, ChatGPT or Gemini**

```
You are an expert recruiter and copywriter. Write a job description for [JOB TITLE] at [COMPANY], a [ONE-LINE COMPANY DESCRIPTION]. Location/work mode: [X]. Salary: [RANGE]. Key outcomes for year one: [OUTCOMES]. Must-have skills: [LIST]. Nice-to-haves: [LIST]. Hiring process: [STEPS]. Tone: [warm/professional/startup]. Use the structure: hook, about us, the role, what you'll do (outcome-based bullets), what you'll bring, nice to have, what we offer, hiring process, how to apply. Keep it under 650 words, use inclusive gender-neutral language and avoid clichés like 'rockstar' or 'ninja'. Then give me 3 alternative job titles and a 280-character social media version.
```

PRO TIPS & PITFALLS

- Use the title candidates actually search for ('Backend Developer', not 'Code Wizard').
- Every additional must-have can cut your applicant pool significantly — keep only the genuine deal-breakers.
- Posting the salary range typically improves application quality and saves wasted interviews.

Candidate Scorecard

What you'll get: A single, structured scorecard every interviewer uses — so hiring decisions are based on evidence against the same criteria.

WHEN TO USE IT

Before the first interview of any role. Essential for senior, high-volume or panel interviews.

WHAT YOU'LL NEED

- Role blueprint or JD
- 4–6 competencies that predict success
- Rating scale definitions

Step-by-step

1. Choose 4–6 competencies (technical skills + behaviours) that actually predict success in this role.
2. Define what 1, 3 and 5 look like for each competency in plain language (behavioural anchors).
3. Assign each competency to a specific interviewer so you don't test the same thing four times.
4. Interviewers rate independently and write evidence before seeing anyone else's scores.
5. Add a final 'hire / no hire' with confidence level, plus any red flags.
6. Aggregate scores in the debrief (Skill 14) — discuss evidence, not feelings.

Template

Candidate scorecard

Competency	Weight	Assessed by	1 = Weak	3 = Meets	5 = Exceptional	Score	Evidence
Problem solving	25%	Tech round 1	Needs heavy hints	Solves with some guidance	Elegant solution, explains trade-offs		
Ownership	20%	Hiring manager	Blames others	Owns own work	Drives outcomes beyond role		
Communication	15%	HR round	Unclear, rambling	Clear and structured	Crisp, adapts to audience		

Overall	
Weighted score (/5)	
Recommendation: Strong hire · Hire · No hire · Strong no hire	
Confidence: High / Medium / Low	
Red flags (if any)	
Interviewer name & date	

✳ AI prompt — copy, fill the [brackets], paste into Claude, ChatGPT or Gemini

```
You are an assessment design expert. Build a candidate scorecard for [JOB TITLE, LEVEL] at [COMPANY]. Key outcomes of the role: [LIST]. Create 5 competencies with weights totalling 100%, and for each give: a one-line definition, behavioural anchors for ratings 1, 3 and 5, which interview stage should assess it, and 2 interview questions that test it. Format as a table, followed by an overall recommendation section.
```

PRO TIPS & PITFALLS

- Scorecards before interviews, not after — otherwise you rationalise a gut feeling.
- 'Culture fit' is vague and invites bias; define the specific values or behaviours instead.
- Keep the same scorecard for every candidate of the role so comparisons are fair.

30-60-90 Plan

What you'll get: A clear first-90-days plan with learning goals, early wins and measurable outcomes agreed between the new hire and manager.

WHEN TO USE IT

Prepared before day 1 for every new joiner (and every internal move or promotion).

WHAT YOU'LL NEED

- Role blueprint / KRAs
- Key stakeholders
- Tools, systems and training needed
- Manager's expectations for the first quarter

Step-by-step

1. Days 1–30 (Learn): understand the business, people, products, tools; complete mandatory training; meet key stakeholders.
2. Days 31–60 (Contribute): take ownership of defined tasks; deliver a first visible win; start suggesting improvements.
3. Days 61–90 (Own): fully own KRAs; meet agreed targets; present a 90-day reflection and next-quarter plan.
4. Make every goal specific and measurable — 'Close 3 positions' beats 'learn recruitment process'.
5. Schedule check-ins at day 7, 30, 60 and 90 now, not later.
6. Review and adjust at day 30 — the plan is a guide, not a contract.

Template

30-60-90 plan

Phase	Focus	Goals (measurable)	Key people to meet	Success check
Days 1–30	Learn	Complete product training; shadow 5 client calls; document 3 process gaps	Manager, team, 3 key clients	Day-30 review
Days 31–60	Contribute	Own 2 client accounts; deliver first improvement	Cross-functional leads	Day-60 review
Days 61–90	Own	Hit 80% of monthly target; present 90-day plan	Leadership	Day-90 review & probation input

✳ AI prompt — copy, fill the [brackets], paste into Claude, ChatGPT or Gemini

```
Act as an onboarding specialist. Create a 30–60–90 day plan for a new [JOB TITLE] joining [COMPANY/TEAM]. Their KRAs: [LIST]. Key stakeholders: [LIST]. Tools they'll use: [LIST]. Manager expects in 90 days: [EXPECTATIONS]. For each phase (Learn, Contribute, Own) give 4–6 measurable goals, people to meet, training to complete and how success will be checked. Add a check-in agenda for days 7, 30, 60 and 90.
```

PRO TIPS & PITFALLS

- Give the new hire a quick, visible win in the first 30–45 days — it builds confidence and credibility.
- Co-create the 60 and 90 day goals with the new hire in week 1.
- Link the day-90 review to the probation decision so it doesn't come as a surprise.

Goal Setting

What you'll get: SMART goals or KRAs/KPIs for each person, aligned to team and company goals, with clear weightage and targets.

WHEN TO USE IT

Start of the performance year or quarter, at joining, or after a role change.

WHAT YOU'LL NEED

- Company and team goals
- Role KRAs
- Last period's results

Step-by-step

1. Cascade: company goals → team goals → individual goals.
2. Set 4–6 goals per person with weightage totalling 100%.
3. Make each goal SMART: Specific, Measurable, Achievable, Relevant, Time-bound.
4. Define the rating thresholds upfront (what is 'meets' vs 'exceeds').
5. Include at least one behaviour/values goal and one learning goal.
6. Agree goals jointly and record them in the HRMS/PMS; review quarterly.

Template

Goal sheet

KRA	KPI / measure	Weight	Target	Below (1–2)	Meets (3)	Exceeds (4–5)
Hiring delivery	Positions closed	40%	30 / quarter	<24	24–30	>30
Quality of hire	90-day retention of hires	25%	95%	<90%	90–95%	>95%
Client satisfaction	CSAT score	20%	4.3/5	<4.0	4.0–4.3	>4.3
Learning	Complete sourcing certification	15%	By Jun	Not started	Done	Done + trained others

✳ AI prompt — copy, fill the [brackets], paste into Claude, ChatGPT or Gemini

```
You are a performance management expert. Create goals for a [JOB TITLE] for [PERIOD]. Company goals: [LIST]. Team goals: [LIST]. Role KRAs: [LIST]. Last period's results: [DATA]. Give 5 SMART goals with KPIs, weightage totalling 100%, targets, and clear rating thresholds for Below/Meets/Exceeds. Include one behavioural and one learning goal. Present as a table and explain how each goal links to the company goals.
```

PRO TIPS & PITFALLS

- If it can't be measured, define the evidence that will show it was done.
- Goals the employee helped write get more commitment.
- Revisit goals when priorities change — don't rate people against stale goals.

HR Dashboard

What you'll get: A one-page monthly HR dashboard with the 10–12 metrics leadership needs, trends and commentary.

WHEN TO USE IT

Monthly leadership reviews, quarterly board meetings, or when HR needs to show its impact with data.

WHAT YOU'LL NEED

- HRMS/payroll data (headcount, joins, exits)
- ATS data (hiring)
- Survey data (engagement)

Step-by-step

1. Pick metrics across 4 areas: workforce, hiring, retention, engagement/cost.
2. Define each metric precisely (formula, source, owner) so numbers are consistent every month.
3. Show current month, previous month, trend and target.
4. Use red/amber/green to highlight what needs attention.
5. Add 3–5 lines of commentary: what happened, why, what we're doing.
6. Automate data pulls where possible; publish on the same date every month.

Template

Monthly HR dashboard

Area	Metric	Formula	This month	Last month	Target	RAG
Workforce	Headcount (closing)	Opening + joins – exits	142	136	150	🟢
Hiring	Time to fill (days)	Avg days approval → offer accepted	38	42	35	🟡
Hiring	Offer acceptance rate	Accepted ÷ offers made	78%	71%	85%	🟡
Retention	Monthly attrition	Exits ÷ avg headcount	2.1%	1.4%	<1.5%	🔴
Retention	90-day new-hire attrition	Exits <90 days ÷ joins	6%	8%	<5%	🟡
Engagement	eNPS	% promoters – % detractors	+18	+9	+20	🟢
Cost	People cost % of revenue	Total CTC ÷ revenue	42%	43%	40%	🟡

✳ AI prompt — copy, fill the [brackets], paste into Claude, ChatGPT or Gemini

```
Act as an HR analytics lead. Design a monthly HR dashboard for [COMPANY, SIZE, INDUSTRY]. Data available: [HRMS, ATS, PAYROLL, SURVEYS]. Recommend 12 metrics across workforce, hiring, retention, engagement and cost; for each give the formula, data source, owner and a sensible target for our context. Then, using this month's data [PASTE], calculate the metrics, assign RAG status and write 5 lines of leadership commentary.
```

PRO TIPS & PITFALLS

- Fewer metrics, well defined, beat 40 metrics no one reads.
- Trends matter more than single-month numbers.
- Always pair a number with 'so what' and 'now what'.

Unlock all 50 skills

You've seen 5. The complete toolkit covers the full employee lifecycle — workforce planning to board reporting — with 60+ templates, 50 tested AI prompts, Indian compliance notes and every template as an editable Word file.

Connect with us and we'll share the complete toolkit with you.

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FROM THE TEAM BEHIND THIS TOOLKIT

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