

Generative AI for HR and Recruiting Teams – 16 Hours

Course description

This comprehensive training program is designed for HR and recruiting teams to learn how Generative AI and Large Language Models (LLMs) (such as Claude, GPT, or Gemini) can enhance key HR processes and recruitment workflows. Participants will explore practical applications of LLMs in tasks such as talent acquisition, candidate screening, interview preparation, personalized onboarding, workforce management, and more. Focusing on provider-agnostic implementation techniques, the training equips participants to incorporate AI-powered tools across cloud platforms like AWS, Azure, or GCP, ensuring scalability and adaptability. This hands-on training ensures that HR teams are equipped to leverage generative AI responsibly, while maintaining industry best practices and ethical standards.

Note: Please note that the tools and technologies covered in this course are subject to change, as the field of Generative AI is evolving at an exceptionally rapid pace.

Target Audience

- HR professionals across all levels, including recruiters, hiring managers, and talent acquisition specialists, interested in adopting Generative AI for operational efficiency.
- Teams responsible for candidate screening, onboarding, workforce analytics, and employee engagement processes.
- Organizations seeking to integrate LLM capabilities into HR workflows for personalized recommendations, streamlined operations, and talent insights.

Course Contents:

Module 1: Introduction to Generative AI for HR Teams

- Overview of LLMs and their applications in HR: Creating job descriptions, analyzing resumes, generating outreach templates, and personalizing onboarding workflows.
- Common use cases for integrating Generative AI into talent acquisition and workforce management.
- Setting up LLM workflows in HR across AWS, GCP, and Azure platforms for scalability and accessibility.

Module 2: Transforming Recruitment and Candidate Screening with LLMs

- Automating resume parsing and screening using LLM-powered workflows.
- Generating personalized communication templates for candidate engagement (e.g., follow-ups, thank-you emails).
- Using LLMs to identify mismatched or incomplete resumes and suggest improvements for candidate profiles.

Module 3: AI-Driven Interview Preparation and Customization

- Generating role-specific interview questions based on job descriptions or skill requirements.
- Predicting candidate responses for behavioral or technical questions using AI-powered recommendations.
- Building reusable interview templates for consistent evaluations across hiring teams.

Module 4: Enhancing Onboarding Processes Using LLM APIs

- Using LLMs to draft onboarding guides and employee manuals tailored to specific roles.
- Automating welcome emails, training schedules, and personalized learning paths for recruits.
- Leveraging AI to analyze onboarding feedback and identify areas for improvement across teams.

Module 5: AI Analytics for Workforce Reporting and Employee Engagement

- Using LLMs for trend analysis and workforce reporting (e.g., attrition rates, performance reviews).
- Generating summaries of employee feedback for improvement opportunities.
- Integrating LLM-based analyses with visualization tools such as Power BI and Tableau.

Module 6: Ethical Considerations and Best Practices for HR AI Workflows

- Managing bias in candidate ranking and generated advice from LLMs.
- Ensuring compliance with laws and privacy frameworks (e.g., GDPR, CCPA) when using LLM inputs in recruitment workflows.
- Guidelines for prompt design to minimize bias and avoid unintended or discriminatory outcomes.