



# AI Prompts and Practical Tools for Government HR Transformation

Unlock 50+ expert prompts to streamline your HR operations

*A comprehensive resource for Chief Human Resource Officers, HR Directors, Talent Acquisition Specialists, Benefits Administrators, and HR Generalists in municipal and county government.*

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# Executive Summary

Local government HR departments face unprecedented challenges, including tightening budgets, historic competition for talent, increasing compliance requirements, manual and outdated ways of working, and growing demands for data-driven decision-making. Generative AI offers a transformative solution, but only when used strategically.

**“One in eight U.S. jobs is in state and local government, representing 20.3 million Americans. As retirement-age employees exit the workforce en masse, those who remain are burdened with increasingly unsustainable workloads, leading to burnout and even more vacancies. The numbers paint a stark picture: with less than 7% of full-time civil service workers under the age of 30 (compared to 20% of the overall workforce) and one third of government workers eligible to retire this year, it’s clear the public sector is hurtling down an unsustainable path.”**

—Caitlynn Lewis, “Tackling the Local Government Talent Shortage,” ICMA.



This guide provides expertly created AI prompts that address real-world challenges across the entire HR lifecycle. MGT’s Human Capital motto is “Human led, AI enabled,” and each prompt has been crafted and reviewed by an HR expert on our team that consists of over 100 HR executives, including local government leaders across every department of an organization. Whether you’re a seasoned CHRO or an HR generalist managing multiple responsibilities, these prompts will help you work smarter, faster, and more strategically.

## What You’ll Gain

- 50+ ready-to-use AI prompts for immediate implementation
- Time-saving templates that have been tested to reduce routine tasks by up to 60%
- Best practices for AI integration in public sector HR
- Compliance-conscious approaches that meet government standards
- Real-world examples from municipal HR departments

## SECTION 1

# Job Descriptions & Hiring

## The Challenge

Creating accurate, compelling job descriptions and managing effective hiring processes consumes valuable HR time. In fact, time-to-hire averages up to 180 days in the government sector vs. 40 days in the private sector<sup>1</sup>. Additionally, in local government, you also need to balance competitiveness with civil service requirements and ensure compliance with classification systems.

## AI-Powered Solutions

### 1.1 Creating Job Descriptions

#### Prompt: Comprehensive Job Description Generator

Create a detailed job description for a [position title] in a [mid]-sized city HR department with a population of [75,000-150,000]. Include:

- Position summary (2-3 sentences)
- Essential duties and responsibilities (8-10 items)
- Required qualifications (e.g., education, certifications, experience)
- Preferred qualifications
- Knowledge, skills, and abilities (KSAs)
- Physical demands and work environment
- Salary range context: [\$X - \$Y] or [Grade X in our classification system]

The role should emphasize:

- [Key focus area 1, e.g., "HRIS system management"]
- [Key focus area 2, e.g., "employee relations"]
- [Key focus area 3, e.g., "labor negotiations support"]

Use language that is:

- ADA-compliant and legally defensible
- Inclusive and welcoming to diverse candidates
- Clear about government sector expectations
- Aligned with FLSA classification as [exempt/non-exempt]



### Advanced Use Case

#### Prompt: Modernizing Legacy Job Descriptions

Review this existing job description [paste description] and modernize it to:

1. Remove outdated technology references or replace with current equivalents
2. Add competencies related to digital transformation (AI tools, cloud-based HRIS, data analytics)
3. Strengthen the description to attract millennials and Gen Z candidates
4. Ensure compliance with current ADA guidelines
5. Maintain civil service classification alignment

Provide the updated description and a summary of key changes made.

## 1.2 Interview Question Development

### Prompt: Behavioral Interview Question Set

Develop 12 behavioral interview questions for a [position title] role in local government. Structure them as:

- 4 questions assessing technical competence in [specific area]
- 4 questions evaluating cultural fit for a public service environment
- 2 questions addressing problem-solving and adaptability
- 2 questions exploring commitment to public service values

Ensure questions are legal, non-discriminatory, and job-related.

For each question, provide:

- The question itself
- What you're assessing
- Follow-up probes (2-3)
- Red flags to watch for in responses
- Strong answer indicators

### Prompt: Panel Interview Guide

Create a structured interview guide for a panel interview with 4 interviewers for a [position title]. Include:

- Opening script to welcome the candidate
- Question rotation among panel members (e.g., assign specific questions to each interviewer)
- A rating scale (1-5) with clear definitions for each score
- A practical exercise or scenario-based question relevant to [specific challenge]
- Closing script including timeline and next steps

Format this as a ready-to-print document that ensures consistency across all candidates.



## 1.3 Government HR Business Partner Competencies

### Prompt: Role-Specific Competency Framework

I'm hiring for a Government HR Business Partner who will support [specific departments: e.g., Public Works, Parks & Recreation, Police]. Identify the top 10 competencies critical for success, organized as:

#### Technical Competencies (5):

[What they must know how to do]

#### Behavioral Competencies (5):

[How they must work and interact]

For each competency, provide:

- A definition
- Why it matters in a local government context
- Observable behaviors that demonstrate this competency
- Interview question to assess it

Consider the unique challenges of local government: union environments, civil service rules, political dynamics, budget constraints, and public scrutiny.

## 1.4 Municipal Job Posting Optimization

### Prompt: Compelling Job Advertisement

Transform this job description [paste basic description] into a compelling job posting that will attract high-quality candidates to our municipal government position. The posting should:

- Open with an engaging hook about the impact of this role on the community
- Highlight unique benefits of working in local government (e.g., pension, stability, work-life balance, mission-driven work)
- Emphasize our [city]'s attractions and quality of life
- Include "A Day in the Life" section with realistic scenarios
- Address common concerns about government work (e.g., innovation, technology, career growth)
- Use inclusive language that appeals to diverse candidates
- Include clear application instructions and timeline
- Keep total length under 600 words

Our city context: [brief description of your municipality - size, region, unique characteristics]

## 1.5 Salary Range Analysis

### Prompt: Compensation Benchmarking Summary

Summarize typical salary ranges for public sector HR managers in [state or region] based on:

- City/county population size: [your size]
- Geographic market: [your region]
- Cost of living considerations
- Union vs. non-union environments
- Recent trends (e.g., post-pandemic, remote work impacts)

Provide:

- Low, median, and high ranges
- How benefits packages factor into total compensation
- Regional variations within [state]
- Comparison points with similar municipalities
- Recommendations for positioning our salary competitively

Note: You should always verify this information with formal salary surveys or market analysis (e.g., Salary.com), but this can be a useful starting framework for budget planning.



# SECTION 2

## HR Data & Reporting

### The Challenge

Elected officials and city managers increasingly demand data-driven insights. Yet many HR departments struggle with extracting meaningful intelligence from HRIS systems, presenting trends clearly, and translating metrics into strategic recommendations.

## AI-Powered Solutions

### 2.1 HR Dashboard Development

#### Prompt: Executive HR Dashboard Template

Design a monthly HR dashboard for presentation to the City Manager and City Council. Include:

##### Workforce Metrics (Current Month & YTD):

- Total headcount by department
- Vacancy rate
- Time-to-fill (days)
- Turnover rate (voluntary/involuntary)
- Diversity metrics (if tracked)

##### Cost Metrics

- Total personnel costs vs. budget
- Overtime hours and costs by department
- Benefits costs and trends

##### Operational Metrics

- Workers' compensation claims
- Training hours completed
- Performance evaluation completion rate

For each metric, specify:

- Formula for calculation
- Target/benchmark
- Visual representation (e.g., chart)
- Red/yellow/green threshold definitions

Format this as a template I can populate with our data monthly. Include a narrative section for insights and action items.



Note: With enterprise licenses of current AI tools (e.g., OpenAI's ChatGPT, Anthropic's Claude, or Google's Gemini), you can also load the organization's data files to a CustomGPT for advanced use. You should have a written AI Use Policy, as well as detailed, secure policies regarding data privacy and security. If you need support on creating a policy, please contact us for more details.

## Prompt: Recruitment Funnel Analytics

Create a template to track our recruiting effectiveness with these stages:

1. Job posted
2. Applications received
3. Applications screened
4. Candidates interviewed
5. Offers made
6. Offers accepted
7. New hire started

For each position filled in [time period], I need to analyze:

- Drop-off rates at each stage
- Time spent in each stage
- Source of hire (e.g., job board, referral, LinkedIn)
- Cost per hire
- Quality of hire indicators (e.g., 90-day retention, performance rating)

Provide:

- Excel formulas or structure for tracking this data
- Visualization recommendations
- Key insights to derive from this analysis
- Benchmarks for municipal government recruitment

## 2.2 Workforce Attrition Analysis

### Prompt: Turnover Trend Explanation

I need to explain year-over-year workforce attrition trends to the [City Manager or City Council]. Our data shows:

- Overall turnover increased from [X%] to [Y%]
- Voluntary turnover in [department] is [Z%]
- Average tenure has decreased from [A] to [B] years
- Exit interviews cite [top 3 reasons]

Include talking points for questions they might ask.

Help me create a clear, 2-page executive summary that:

1. Presents the data with context (e.g., industry benchmarks, regional comparisons)
2. Analyzes root causes (both data-driven and hypothesized)
3. Explains the financial and operational impact
4. Proposes 5 targeted retention strategies with estimated costs and ROI
5. Uses language appropriate for elected officials without HR expertise

## 2.3 HRIS Data Insights

### Prompt: Data Pattern Analysis

I have the following HRIS data trends over 24 months:

[Paste or describe your data: e.g., "Turnover in Public Works increased from 12% to 23%, concentrated in maintenance positions; exit interviews mention limited advancement opportunities, outdated equipment, and better pay at private companies"]

Analyze this data and provide:

1. **Pattern Identification:** What story does this data tell?
2. **Correlation Analysis:** What factors might be connected?
3. **Risk Assessment:** What are the organizational impacts if trends continue?
4. **Hypothesis Generation:** What underlying issues might explain these trends?
5. **Data Gaps:** What additional information would help confirm or refute these hypotheses?
6. **Actionable Recommendations:** What should HR and department leadership do?

Present this as a strategic brief with executive summary, detailed analysis, and recommended next steps.





## 2.4 HR KPI Framework

### Prompt: Comprehensive KPI Development

Design a comprehensive KPI framework for a local government HR department serving [X] employees across [Y] departments. Include:

#### Strategic KPIs (5-7)

Measures that align with organizational strategy and long-term goals

#### Operational KPIs (8-10)

Day-to-day efficiency and effectiveness measures

#### Compliance KPIs (5-7)

Regulatory and policy adherence measures

For each metric, specify:

- Metric name and definition
- Why it matters
- How to calculate it
- Data source
- Target/benchmark
- Reporting frequency
- Accountability (who owns it)

#### Prioritize KPIs that:



Can be tracked with available HRIS data



Provide actionable insights



Balance efficiency with employee experience



Matter to city leadership

## SECTION 3

# Employee Relations & Compliance

## The Challenge

Local government HR operates in a highly regulated environment with union contracts, civil service rules, Equal Employment Opportunity Commission (EEOC) requirements, and constant public scrutiny. One misstep in employee relations or compliance can result in costly litigation, grievances, or negative publicity.

## AI-Powered Solutions

### 3.1 Progressive Discipline Policy

#### Prompt: Compliant Discipline Framework

Draft a progressive discipline policy for our [city/local] government that:

- Aligns with [state] employment laws and our civil service rules
- Balances due process with management flexibility
- Includes clear steps: verbal warning > written warning > suspension > termination
- Specifies documentation requirements at each step
- Addresses serious misconduct requiring accelerated discipline
- Protects employee rights while supporting accountability
- Works within our union contract framework [describe relevant contract provisions]

Include:

- Policy statement and purpose
- Definitions of misconduct levels (e.g., minor, serious, severe)
- Disciplinary action matrix
- Appeal process
- Manager guidelines for consistent application
- Documentation templates for each discipline level

Ensure language is:

- Legally defensible
- Clear enough for supervisors without HR backgrounds
- Consistent with public sector best practices

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#### Prompt: Discipline Decision Analysis

I'm advising a department director on a discipline situation. Help me analyze this case:

##### Situation

[Describe employee behavior, history, context, any previous discipline]

##### Complicating Factors

[Union representation, protected class considerations, political sensitivities, etc.]

Frame this as a confidential HR advisory memo.

Ensure language is:

- Legal risk assessment
- Consistency check (e.g., how have similar situations been handled?)
- Range of appropriate discipline options
- Documentation requirements
- Procedural steps to ensure due process
- Talking points for the disciplinary meeting
- Potential employee defenses and how to address them
- Red flags that might require legal counsel review

## 3.2 Workplace Bullying Response

### Prompt: Complaint Investigation Framework

An employee has filed a complaint about workplace bullying by their supervisor. Create a comprehensive response framework:

#### Immediate Actions (First 24-48 hours)

- Intake procedures
- Interim safety measures
- Notification requirements

#### Investigation Process

- Interview protocols (e.g., complainant, accused, witnesses)
- Documentation standards
- Timeline and milestones
- Confidentiality parameters
- Legal considerations

#### Resolution Phase

- Findings determination criteria
- Range of potential outcomes
- Communication scripts
- Follow-up monitoring plan

Include:

- Sample interview questions
- Investigation checklist
- Report template
- Decision-making framework

Ensure compliance with [state] laws, [city]'s HR Handbook, and balance fairness to all parties while taking complaints seriously.



## 3.3 EEOC Reporting for Small Towns

### Prompt: Simplified EEOC Compliance

Our small town (population: [X], employees: [Y]) needs to understand EEOC reporting requirements. Create a practical guide covering:

#### COMPONENT 1 Who Must Report

- Thresholds and triggers
- Our specific obligations based on employee count

#### COMPONENT 3 How to Report

- Step-by-step filing process
- Deadlines and submission methods
- Data preparation guidelines

#### COMPONENT 2 What to Report

- EEO-4 requirements for local governments
- Data collection requirements
- Record retention obligations

#### COMPONENT 4 Ongoing Compliance

- Posting requirements
- Training obligations
- Policy requirements
- Documentation best practices

Format this as a simple, actionable checklist that a small HR team can follow. Use plain language and avoid legal jargon where possible. Include links to official resources and tools.

## 3.4 ADA Accommodation Process

### Prompt: Interactive Process Framework

Design a structured ADA interactive process for local government managers. Include:

#### PHASE 1 Request Receipt

- How employees request accommodations
- Initial response timeline
- Documentation to gather

#### PHASE 3 Decision Making

- Reasonable accommodation assessment criteria
- Undue hardship analysis
- Documentation of decision rationale
- Approval workflows

#### PHASE 2 Interactive Discussion

- Meeting agenda and questions
- Medical documentation requirements (e.g., what you can/cannot ask)
- Job function analysis
- Exploring accommodation options

#### PHASE 4 Implementation & Follow-up

- Communication templates (e.g., approval/denial)
- Implementation planning
- Effectiveness evaluation
- Ongoing dialogue protocols

Provide:

- Manager decision tree
- Email templates
- Meeting documentation forms
- Legal compliance checkpoints

Ensure alignment with EEOC guidance and [state] disability laws.

## 3.5 Harassment Prevention Policy Update

### Prompt: Modern Anti-Harassment Policy

Our harassment prevention policy was last updated in [year] and needs modernization. Draft an updated policy that:

- Covers all protected classes under federal, [state], and local law
- Addresses modern workplace issues (e.g., social media, remote work, off-duty conduct)
- Includes clear examples of prohibited conduct
- Defines retaliation broadly
- Explains reporting options (multiple channels)
- Commits to prompt, thorough, impartial investigations
- Protects confidentiality to the extent possible
- Specifies consequences for violations
- Includes bystander intervention expectations

Format with:

- Executive summary
- Policy statement
- Definitions
- Reporting procedures
- Investigation process overview
- Employee and supervisor responsibilities
- Consequences
- Training requirements



Use accessible language suitable for all education levels in our workforce.

## SECTION 4

# Compensation & Benefits

## The Challenge

Public sector compensation must balance fiscal responsibility with market competitiveness, while benefits administration grows increasingly complex with healthcare regulations, retirement systems, and employee expectations for work-life balance.

## AI-Powered Solutions

### 4.1 Total Compensation Statements

#### Prompt: Personalized Compensation Summary

Create a template for total compensation statements that help our employees understand their complete compensation package beyond base salary. Include:

#### Direct Compensation

- Base salary
- Longevity pay or step increases
- Overtime/standby pay (if applicable)
- Other premium pay

#### Time Off Value

- Vacation days
- Sick leave
- Holidays
- Personal days  
Calculate as: (hours × hourly rate)

#### Other Benefits

- Tuition reimbursement
- Professional development budget
- Wellness program value
- Flexible schedule options
- Job security/stability

#### Benefits (with employer contribution amounts)

- Health insurance (medical, dental, vision)
- Retirement (pension and/or defined contribution)
- Life insurance
- Disability insurance
- Workers' compensation coverage

#### Total Compensation

Sum of all components with year-over-year comparison.

Design this as:

- One-page visual statement
- Easy to read for all literacy levels
- Brandable with the city's logo
- Generatable from HRIS data
- Suitable for annual distribution

Include a brief narrative explaining why total compensation matters and how public sector benefits compare favorably to private sector despite potentially lower base pay.



## 4.2 Market Competitiveness Analysis

### Prompt: Salary Survey Interpretation

I participated in [name] salary survey and received data showing our positions compare as follows to market:

[Paste or describe relevant data]

Help me create an executive presentation that:

01

#### Explains the Data

- Market definition and comparison group
- Methodology and reliability
- How to interpret percentiles

02

#### Analyzes Our Position

- Where we're competitive
- Where we're falling behind
- Trends over past 3-5 years

03

#### Quantifies the Problem

- Number of positions significantly below market
- Estimated cost to reach 50th percentile
- Recruitment and retention risks of current positioning

04

#### Proposes Solutions

- Phased approach to market adjustments
- Cost estimates for each phase
- Alternative strategies (e.g., enhanced benefits, flexible work, career development)
- ROI analysis (retention savings vs. adjustment costs)

05

#### Recommends Next Steps

- Priority positions
- Budget timeline
- Communication plan to employees

Format as a PowerPoint-ready presentation for the [City Manager and Finance Director].



## 4.3 Benefits Open Enrollment Communication

### Prompt: Employee Benefits Guide

Create an employee-friendly benefits enrollment guide for our annual open enrollment. Our benefits include:

[List your benefit offerings]

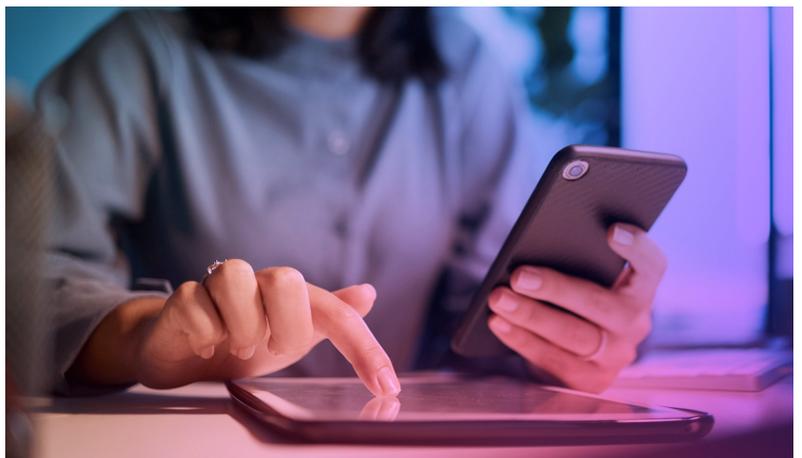
The guide should include:

<b>Section 1: Overview</b>	<ul style="list-style-type: none"> <li>• Key dates and deadlines</li> <li>• What's new this year</li> </ul>	<ul style="list-style-type: none"> <li>• Who is eligible</li> <li>• How to enroll</li> </ul>
<b>Section 2: Medical Plans</b>	<ul style="list-style-type: none"> <li>• Plan comparison chart (e.g., premiums, deductibles, out-of-pocket max, coverage highlights)</li> </ul>	<ul style="list-style-type: none"> <li>• Decision tree: Which plan is right for you?</li> <li>• Cost examples for common scenarios</li> </ul>
<b>Section 3: Supplemental Benefits</b>	<ul style="list-style-type: none"> <li>• Dental, vision, life, disability</li> <li>• Clear explanation of what each covers</li> </ul>	<ul style="list-style-type: none"> <li>• Costs and enrollment process</li> </ul>
<b>Section 4: Retirement</b>	<ul style="list-style-type: none"> <li>• Pension overview</li> <li>• Voluntary savings plans (457, 401a)</li> </ul>	<ul style="list-style-type: none"> <li>• Retirement planning resources</li> </ul>
<b>Section 5: Other Benefits</b>	<ul style="list-style-type: none"> <li>• FSA, HSA options</li> <li>• EAP</li> </ul>	<ul style="list-style-type: none"> <li>• Wellness programs</li> <li>• Tuition reimbursement</li> </ul>
<b>Section 6: Action Items</b>	<ul style="list-style-type: none"> <li>• Personalized checklist</li> <li>• Resources and contacts</li> </ul>	<ul style="list-style-type: none"> <li>• FAQs</li> </ul>

Use:

- Simple language (avoid benefits jargon)
- Visuals, icons, and infographics
- Real-world examples
- Inclusive scenarios
- Mobile-friendly format

Include disclaimer language about plan documents governing in case of discrepancies.



## 4.4 FLSA Classification Audit

### Prompt: Exemption Status Review

I need to audit FLSA classifications for our workforce to ensure compliance. For the position of [title] with these duties [describe], help me:

01

#### Analyze Exemption Status

- Apply salary basis test
- Apply duties test (e.g., executive, administrative, professional, computer)
- Consider public sector-specific rules

03

#### Make Recommendation

- Exempt or non-exempt classification
- Rationale clearly explained
- Any borderline issues to monitor

02

#### Assess Risk

- Likelihood classification is correct
- Potential liability if incorrect
- Documentation adequacy

04

#### Implementation Considerations

- If reclassification needed: cost impact, communication strategy, operational changes
- Documentation to retain

Provide this as a detailed memo with classification decision, supporting analysis, and implementation notes. Include citations to relevant DOL guidance.

#### Disclaimer:

Note that this is preliminary analysis and final determination should be reviewed by employment counsel.



## 4.5 Retirement Planning Workshops

### Prompt: Pre-Retirement Education Program

Design a comprehensive pre-retirement planning workshop series for employees 5-10 years from retirement. Create:

#### Workshop Series Structure

- Number of sessions and topics
- Duration and format (e.g., in-person, virtual, hybrid)
- Target audience segmentation

#### Content Outline for Each Session

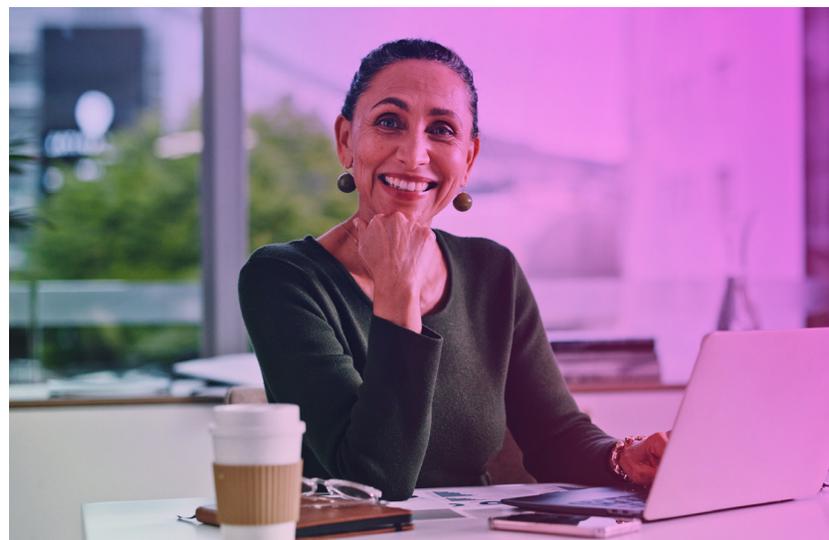
<b>Section 1: Retirement Income Sources</b>	<ul style="list-style-type: none"> <li>• Pension calculation and options</li> <li>• Social Security optimization</li> </ul>	<ul style="list-style-type: none"> <li>• Personal savings and investments</li> <li>• Part-time work considerations</li> </ul>
<b>Section 2: Healthcare in Retirement</b>	<ul style="list-style-type: none"> <li>• Medicare enrollment and options</li> <li>• Retiree health insurance (if offered)</li> </ul>	<ul style="list-style-type: none"> <li>• HSA strategies</li> <li>• Long-term care planning</li> </ul>
<b>Section 3: Financial Planning</b>	<ul style="list-style-type: none"> <li>• Budgeting for retirement</li> <li>• Managing retirement accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Tax considerations</li> <li>• Estate planning basics</li> </ul>
<b>Section 4: Life After Work</b>	<ul style="list-style-type: none"> <li>• Transitioning identity and purpose</li> <li>• Social connections and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Phased retirement options</li> <li>• Returning to work considerations</li> </ul>

For each session provide:

- Learning objectives
- Presentation outline
- Activities and worksheets
- Resources and tools
- Follow-up materials

Include:

- Marketing communications to encourage participation
- Evaluation surveys
- Legal disclaimers (not providing individual financial advice)
- Partnerships with pension system, financial advisors, Medicare counselors



## SECTION 5

# TRAINING & DEVELOPMENT

## The Challenge

Local government HR teams are responsible for building a capable, future-ready workforce, but training often suffers from limited budgets, uneven supervisor commitment, outdated materials, and a lack of internal instructional design capacity. Many municipalities also face increasing demands for mandatory training such as ethics, safety, workplace harassment, and cybersecurity, while employees want personalized learning aligned to their career goals.

AI can help HR leaders rapidly design high-quality training, modernize existing content, and scale development programs without large consulting budgets.

## AI-Powered Solutions

### 5.1 Training Curriculum Development

#### Prompt: Municipal Training Program Builder

Create a full training curriculum for a [role or department, for example “Frontline Supervisors”] within a municipal government setting. Provide:

- Learning objectives linked to organizational goals
- 8 to 10 core modules with descriptions
- Recommended delivery method for each option (e.g., in-person, virtual, or blended)
- Required materials and job aids
- Pre- and post- assessment questions
- Supervisor reinforcement activities
- ADA accessible formatting recommendations

Ensure content is specific to local government, including public accountability, transparency, union considerations, and community impact.

### 5.2 Training Modernization

#### Prompt: Course Modernization and Re-Design

Review this training content [paste text] and update it by:

- Aligning it to adult learning best practices
- Modernizing references such as technology, tools, and laws
- Adding scenarios relevant to municipal operations
- Making language inclusive and accessible
- Creating a facilitator guide and participant workbook outline
- Suggesting microlearning options for busy staff

Provide a rewritten course overview and a module by module redesign summary.

## 5.3 Skills Gap Analysis

### Prompt: Workforce Skills Gap Report

Using the following data [paste job descriptions, performance reviews, or workforce data], identify the top skills gaps across our city workforce. Provide:

- Skills grouped by category such as technical, behavioral, and digital
- Severity ratings and risk implications
- Roles most affected
- Recommended interventions such as training, coaching, job aids, or hiring
- A 12 month training roadmap tied to budget realities

Frame recommendations for city leadership with clear ROI and service delivery benefits.

## 5.4 Leadership Development Program

### Prompt: Emerging Leaders Academy Design

Design a 9-12 month leadership development program for high-potential employees in local government. The program should prepare participants for supervisor and mid-level management roles. Include:

#### Program Structure:

- Cohort size and selection criteria
- Time commitment expectations
- Delivery format (e.g., workshops, projects, mentoring, shadowing)
- Program timeline and milestones

#### Curriculum Models:

##### MODULE 1

##### Leading in Government

- Public service leadership principles
- Navigating political environments
- Building public trust
- Ethics and transparency

##### MODULE 2

##### People Management Fundamentals

- Performance management
- Difficult conversations
- Coaching and development
- Team building in union environments

##### MODULE 3

##### Operational Excellence

- Budget and financial management
- Project management
- Process improvement
- Data-driven decision making

##### MODULE 4

##### Strategic Thinking

- Long-term planning
- Stakeholder management
- Change management
- Innovation in government

##### MODULE 5

##### Personal Leadership

- Communication skills
- Emotional intelligence
- Resilience and stress management
- Personal brand development

#### Implementation Guidelines:

- Cross-departmental projects and executive shadowing
- Module materials, assessments, and graduation requirements
- Post-program career pathing and development planning

**Success Metrics:** Promotion rates, retention, satisfaction, skill development, and ROI.

Include marketing materials to recruit participants and gain executive sponsorship.

## SECTION 6

# Performance Management

## The Challenge

Performance management in local government often suffers from outdated annual review processes, inconsistent application across departments, limited connection to organizational goals, and reluctance from supervisors to have difficult conversations. Civil service protections and union contracts add complexity, while employees deserve meaningful feedback that supports their growth.

## AI-Powered Solutions

### 6.1 Goal Setting and Alignment

#### Prompt: SMART Goal Generator for Municipal Roles

Generate 8 to 10 SMART goals for a [position] that align with department and city priorities.

1. Start by listing the key responsibilities of this position.
2. Create goals tied to public service outcomes, operational efficiency, or regulatory compliance.
3. Include a clear success indicator and measurement method for each goal.
4. Add questions supervisors can use during mid-year check ins.
5. Identify risks or dependencies that may affect goal achievement.
6. Provide a short explanation of how these goals support citywide priorities.

**S**pecific  
**M**easurable  
**A**chievable  
**R**elevant  
**T**ime-Bound

Create the following supporting document templates:

- Goal planning worksheets
- Mid-year review forms
- End-of-year assessment guides
- Rating rubrics for goal achievement



## 6.2 Supervisor Coaching Guide

### Prompt: Feedback and Coaching Script Builder

Develop a practical coaching and feedback toolkit for local government supervisors who may have limited management training. Include:

#### Performance Coaching

- When an employee is meeting expectations but could grow
- Conversation structure and sample scripts
- Powerful questions to encourage reflection
- Developmental action planning

*Example scenario: Long-tenured employee resistant to new technology*

#### Corrective Coaching

- When performance or behavior needs immediate improvement
- Documentation requirements
- Clear expectations-setting
- Support and resources offered
- Follow-up schedule

*Example scenario: Customer service complaints about employee*

#### Career Development Coaching

- Helping employees plan advancement
- Identifying skill gaps and opportunities
- Creating development plans
- Navigating civil service promotion processes

*Example scenario: High performer seeking promotion*

#### Difficult Conversation Scenarios

- Addressing attendance or punctuality issues
- Body odor or hygiene concerns
- Political activity violations
- Social media policy violations
- Interpersonal conflicts between employees
- Performance decline after years of strong performance

#### For Each Scenario, Provide:

- Pre-conversation preparation checklist
- Opening statements
- Key points to address
- Questions to ask
- Documentation template
- Follow-up actions
- When to involve HR or legal

Practice and Support Tools: Include role-play scenarios, self-assessment tools, common mistakes guide, cultural competency considerations, quick reference coaching guide, email templates, HR consultation decision tree, and legal red flags checklist. Ensure all guidance complies with our civil service rules and union contracts while empowering supervisors to manage performance effectively.

## 6.3 Recognition and Rewards Programs

### Prompt: Public Sector Employee Recognition Strategy

Design a comprehensive employee recognition program for our local government with [X] employees. Include a four-tier recognition structure from informal/no-cost (\$0-25) to formal organizational honors (\$100-500+), nomination and selection processes, non-monetary recognition options (e.g., flexible schedules, development opportunities, preferred assignments), service milestone program (5-25+ years), peer-to-peer recognition platform, implementation tools and budget, and metrics to track participation, inclusion, retention impact, and program sustainability.

#### Include:

- Nomination forms and criteria
- Selection committee structure
- Annual recognition budget
- Calendar of recognition events
- Metrics and evaluation (e.g., participation, satisfaction, impact on retention)

#### Program Governance:

- Oversight responsibility
- Fairness Audit Process
- Feedback mechanisms
- Annual program review and refresh

## 6.4 Performance Improvement Plan

### Prompt: Structured Performance Improvement Framework

Create a comprehensive Performance Improvement Plan (PIP) framework for when an employee's performance is below acceptable standards. Establish initiation thresholds, documentation review standards, alternative interventions to try first, legal and HR consultation requirements, and union notification obligations. Draft a policy that addresses:

- PIP administration procedures (e.g., meeting agendas, progress reviews, documentation logs, extension criteria)
- Templates and tools (e.g., PIP documents, meeting notes, tracking spreadsheets, closure letters)
- Legal safeguards (e.g., consistency, protected class considerations, accommodation requirements, due process, appeals)
- Special considerations (e.g., union environments, long-tenured employees, transfers/promotions, medical issues)
- Sample PIPs for quality deficiencies, productivity issues, and interpersonal problems
- Guidance on maintaining professionalism and dignity while ensuring accountability

#### Organize Into Five Component PIP Structure:

1. Performance Deficiencies
2. Performance Standards
3. Improvement Actions
4. Monitoring Methods
5. Consequences and Protections



## 6.5 360° Feedback Process

### Prompt: Multi-Rater Feedback System

Design a 360-degree feedback process for [leadership positions/all employees above Grade X] in our local government. Include:

**Process Framework:** Define purpose and objectives, eligibility criteria, feedback frequency (annual/bi-annual), and integration with performance management cycle.

**Rater Selection:** Establish guidelines for selecting supervisor, peer, direct report, and internal customer feedback providers, including minimum/maximum number per category and confidentiality protocols.

**Feedback Instrument:** Create competency-based questions aligned with organizational values, rating scales with clear definitions, open-ended response options, and estimated completion time under 20 minutes.

**Implementation:** Provide launch communication templates, rater training materials, online platform recommendations or paper-based process, completion deadline management, and reminder sequences.

**Results and Debrief:** Include individual feedback reports with aggregated data, coaching or facilitated debrief sessions, development planning integration, and confidentiality safeguards.

**Success Metrics:** Track participation rates, completion rates, action plan development, behavioral changes observed, and employee satisfaction with the process.

Ensure the process builds trust, focuses on development rather than evaluation, and complies with union contracts where applicable.

## SECTION 7

# Strategic Planning & Policy Development

## The Challenge

HR leaders in local government must balance operational demands with strategic workforce planning, anticipate future needs amid uncertainty, navigate political dynamics, and create policies that serve diverse stakeholders while ensuring legal compliance. Strategic HR work is often deprioritized when faced with daily crises, yet it's essential for organizational sustainability.

## AI-Powered Solutions

### 7.1 Workforce Planning and Forecasting

#### Prompt: Comprehensive Workforce Plan

Develop a 3-5 year strategic workforce plan for our [city/county] government serving [population] with [X] employees across [Y] departments. Include:

- Current workforce demographics, skills inventory, turnover trends, hard-to-fill positions, and retirement eligibility
- Future service demands, projected attrition, changing skill requirements, and workforce gaps by department
- Strategic initiatives including talent acquisition strategies, development programs, retention initiatives, organizational design recommendations, and succession planning priorities
- Implementation roadmap with phased timeline, resource requirements, accountability structure, success metrics, and quarterly review process

Format as executive summary (2 pages), detailed plan (20-30 pages), and leadership presentation deck.



### 7.2 Succession Planning Framework

#### Prompt: Leadership Succession Strategy

Create a systematic succession planning process for our local government's leadership and critical positions. The framework should identify high-risk positions based on retirement eligibility and organizational impact, assess internal candidate readiness levels (e.g., ready now, 1-2 years, 2+ years), develop individual development plans with stretch assignments and formal learning opportunities, establish knowledge transfer protocols for planned and unexpected departures, and implement annual talent review calibration sessions.

Include templates for:

- Critical Position Inventory
- Successor Readiness Grid
- Development Plans
- Knowledge transfer checklists
- Succession dashboard with metrics tracking time-to-fill critical roles and internal fill rates

## 7.3 HR Policy Development

### Prompt: Policy Creation Framework

I need to create a new HR policy on [policy topic: e.g., remote work, social media, outside employment, nepotism, AI use]. Develop:

#### Policy Development Process

01

##### Needs Assessment

- What problem does this policy solve?
- Who requested it and why?
- Current gaps or inconsistencies
- Legal or compliance drivers
- Best practice research

02

##### Stakeholder Analysis

- Who will be affected?
- Who needs to be consulted?
- Potential resistance points
- Champion identification

03

##### Benchmarking

- How do comparable local governments address this?
- Industry best practices
- Legal requirements and considerations
- State/federal law constraints

04

##### Draft Policy

- Policy statement and purpose
- Scope and applicability
- Definitions
- Policy provisions (the rules)
- Procedures (the process)
- Roles and responsibilities
- Exceptions and approval process
- Compliance and consequences
- Review and revision schedule

05

##### Review & Approval

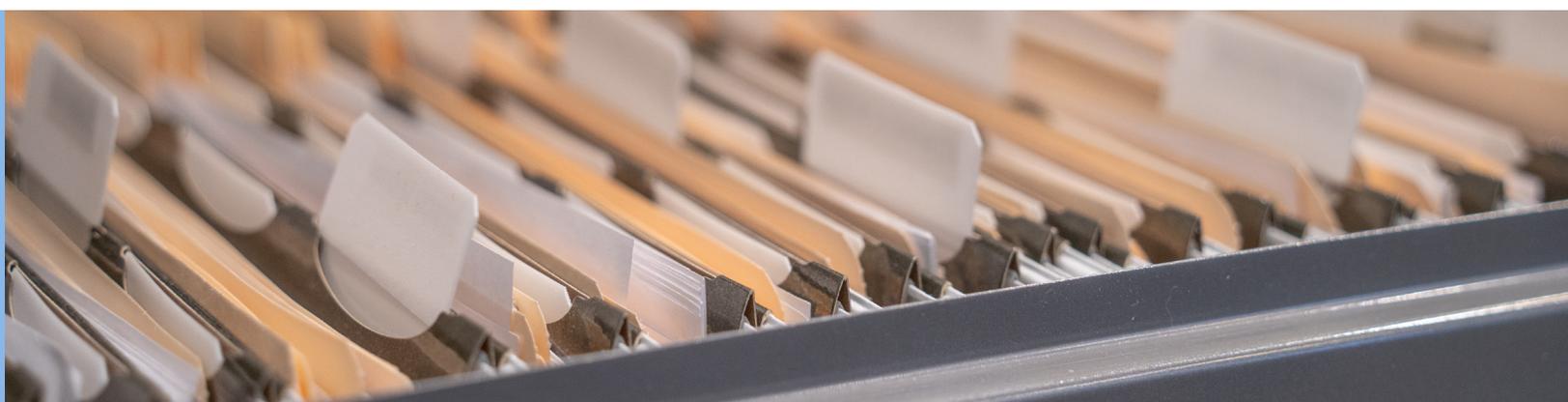
- Legal review checklist
- HR team review
- Union consultation (if applicable)
- Department director input
- [City Manager] approval
- [Council] adoption (if required)

03

##### Implementation

- Communication and rollout plan
- Training requirements
- Manager toolkit
- FAQ development
- HRIS or system updates
- Effective date and transition provisions

Ensure the policy uses clear language, includes standard template sections [or input template or current policy, for reference], addresses legal compliance checkpoints [federal/state/local law, union contracts, ADA/EOC/FLSA/FMLA, disparate impact, and/or other], and includes implementation recommendations with communication templates.



## 7.4 Organizational Culture Assessment

### Prompt: Culture Diagnostic and Strategy

Assess our local government's organizational culture and develop a strategy for intentional culture development. Include:

#### Culture Assessment Methodology:

##### Qualitative Data Collection

- Focus group discussion guide (e.g., diverse employee groups)
- One-on-one interview protocol (e.g., leaders and long-tenured employees)
- Observation areas (e.g., meetings, interactions, physical spaces)
- Document review (e.g., communications, policies, celebrations)

##### Quantitative Data Collection

- Employee survey design (culture dimensions to measure)
- Exit interview data analysis
- Engagement survey results
- Stay interview themes

##### Culture Dimensions to Assess

- Mission and purpose connection
- Innovation vs. tradition
- Collaboration vs. silos
- Risk tolerance vs. risk aversion
- Accountability and ownership
- Recognition and appreciation
- Communication patterns (e.g., transparency, frequency, channels)
- Work-life integration
- Public service ethos
- Leadership accessibility
- Trust levels in leadership, colleagues, and organization

#### Current Culture Profile

- Strengths, weaknesses, subculture variations
- Espoused vs. enacted values (say vs. do)
- Cultural artifacts, stories, and unwritten rules

#### Desired Culture Definition:

- Strategic alignment and values to emphasize
- Behaviors to encourage and mindsets to cultivate
- Community expectations and competitive advantages

#### Gap Analysis:

Most significant gaps, root causes, enablers/barriers, and readiness for change



#### Implementation Roadmap:

Phased 12-24 month approach with quarterly leadership actions, communication calendar, training initiatives, measurement pulse checks, and adjustment protocols.

#### Success Metrics:

Culture indicators, survey methodology, behavioral observations, retention/recruitment impact, citizen satisfaction correlation, and engagement scores.

#### Sustainability:

Culture champions network, reinforcement mechanisms, HR practice integration, and leadership transition planning.

Provide practical tools and templates for assessment and implementation.

# Implementation Guide: Getting Started with AI in HR

## Practical Steps for Your First 30 Days

### Week 01

#### Foundation

- Select 3-5 prompts most relevant to your immediate needs
- Test prompts with real scenarios
- Refine prompts based on outputs
- Document what works

### Week 02

#### Expansion

- Train HR team members on effective prompt use
- Create a shared prompt library
- Establish quality review process
- Identify time savings

### Week 03

#### Integration

- Incorporate AI into regular workflows
- Track efficiency gains
- Gather team feedback
- Adjust processes as needed

### Week 04

#### Optimization

- Analyze results and ROI
- Identify additional use cases
- Share success stories with leadership
- Plan expanded implementation



# Best Practices for AI in Government HR

## Do



Always review and customize AI outputs



Protect confidential employee information



Train team on ethical AI use



Maintain human judgment for sensitive decisions



Verify legal compliance independently



Document AI-assisted processes

## Don't



Use AI for final discipline or termination decisions



Rely solely on AI for legal interpretations



Skip human review of AI-generated content



Input personally identifiable employee information

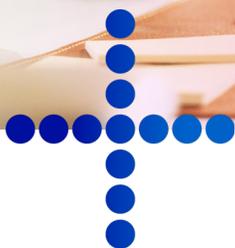
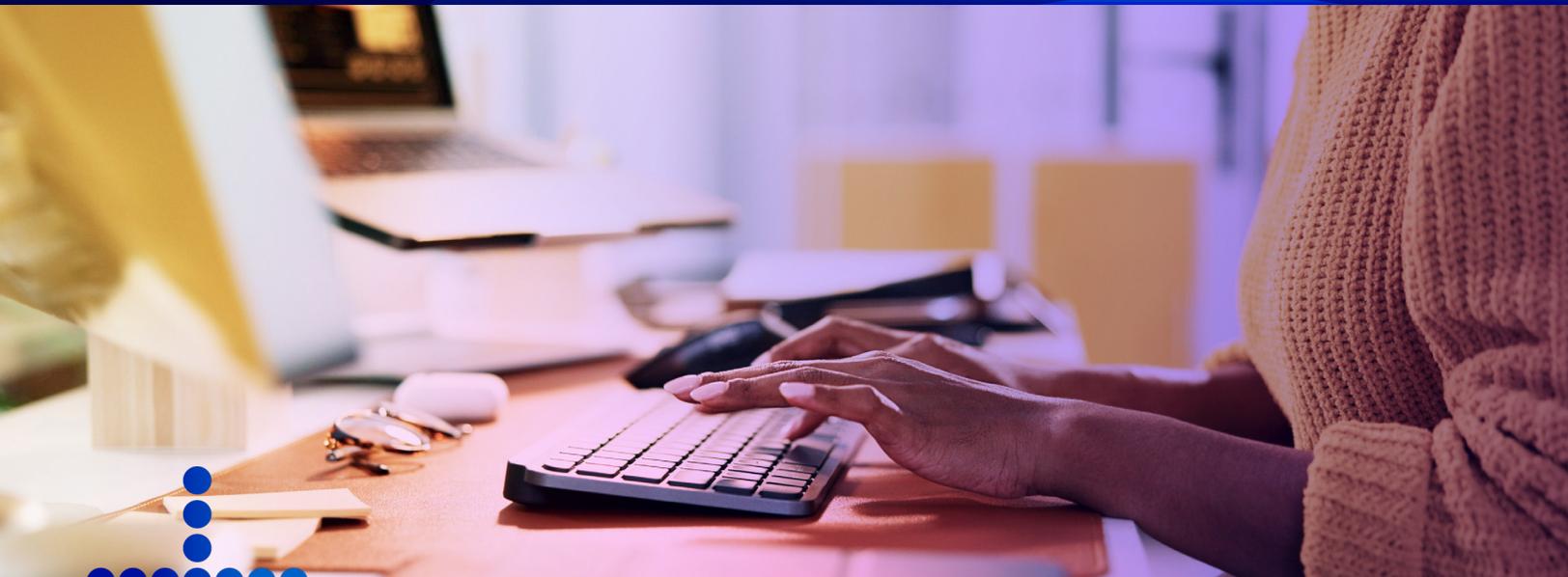


Use AI to make employment decisions subject to adverse impact



Share proprietary information with AI tools

# Frequently Asked Questions



01

## **Is it legal to use AI for HR functions in government?**

Yes, with appropriate safeguards. AI should augment, not replace, human decision-making, especially for employment decisions. Always maintain human oversight and ensure compliance with applicable laws.

02

## **How do I explain AI use to our union?**

Frame AI as a tool that increases efficiency and allows HR to be more responsive to employee needs. Emphasize that AI supports, but doesn't replace, human judgment, particularly in employee relations matters.

03

## **What about data privacy?**

Never input confidential employee data, SSNs, medical information, or other sensitive personal data into AI tools. Use hypothetical scenarios and generic examples when working with prompts. Consider a written AI Use Policy.

04

## **How much time can AI really save?**

Users report 40-60% time savings on routine tasks like drafting communications, creating templates, and analyzing data. This frees HR professionals for strategic work and employee interaction.

05

## **Do I need technical skills to use these prompts?**

No. If you can type a question into a search engine, you can use these prompts. The guide includes plain-language instructions and examples.

# About This Guide

This guide was developed by HR technology specialists and local government HR professionals with decades of combined experience. It reflects real-world challenges and proven solutions from municipal and county HR departments across the United States.

## Last Updated

November 2025

## Version

2.0

## Total Prompts

50+

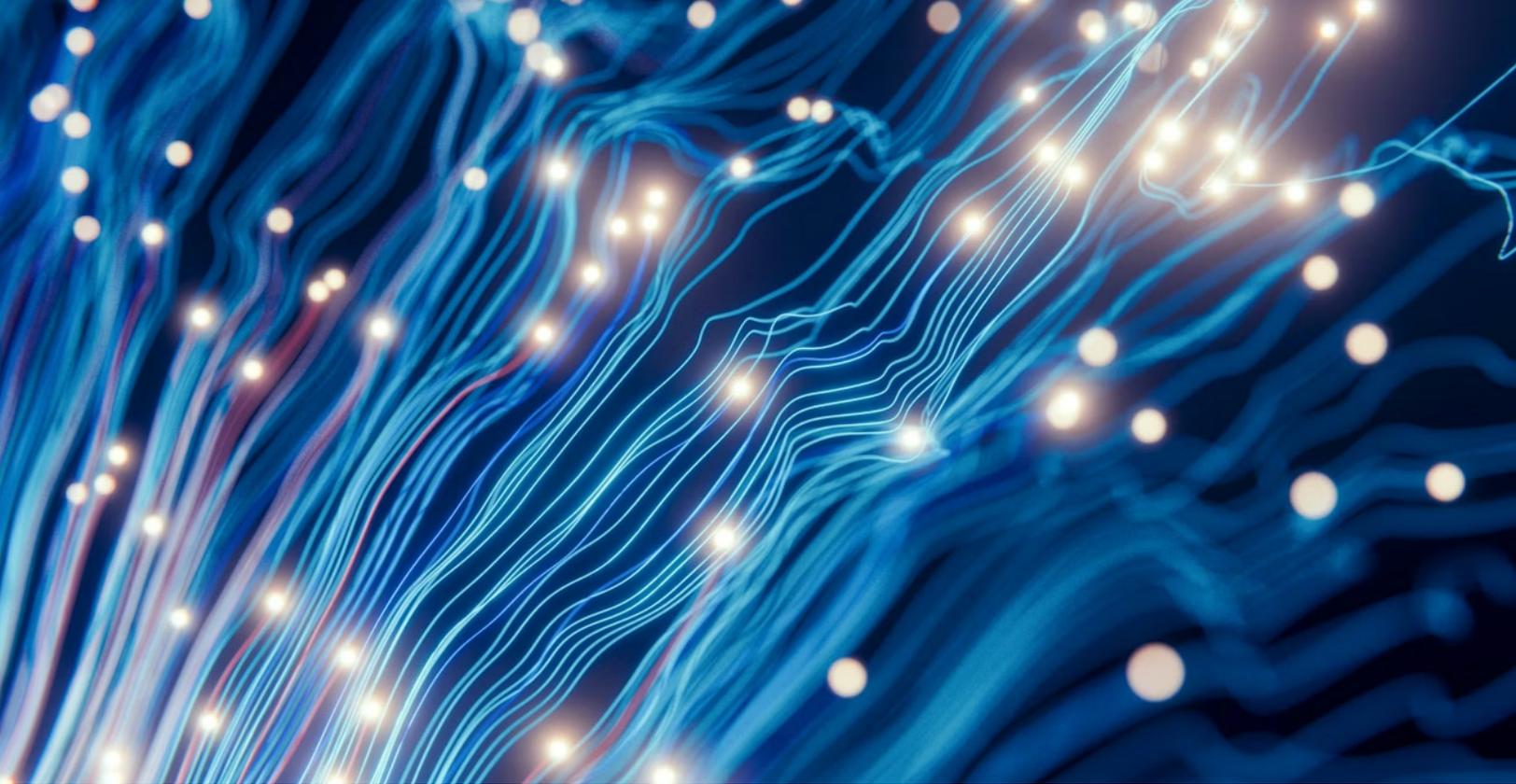
## About The Author



**Brandon Ledford** is a Senior Vice President at MGT, where he serves as the Human Capital and Artificial Intelligence Leader. A recognized transformation executive, Brandon brings nearly 20 years of experience at the intersection of human capital, organizational strategy, and public policy, with a focus on applying AI to optimize workforce performance and government service delivery.

He has been recognized as The Consulting Report's Top 25 Human Capital Consultants and Leaders of 2024, 40 Under 40 for Cancer, and Tampa Bay 40 Under 40.

In his role, Brandon leads national efforts to embed AI into human capital solutions by advising clients and shaping internal capabilities to accelerate transformation, improve talent decisions, and future-proof operations. He combines real-world consulting scale with academic rigor, earning a Master's in Artificial Intelligence Management from Georgetown, while holding a Master of Public Policy from George Mason University's School of Public Policy, a Bachelor of Arts from the Pennsylvania State University, and certifications in AI (MIT), HR (SHRM-SCP), project management (PMP), and change management (Prosci). He recently authored one of the country's first local government AI Use Policies for the Borough of Dormont (Pittsburgh, PA).



# Testimonials



This guide cut our job description writing time in half. What used to take 3-4 hours now takes less than one hour, and the quality is better.

**HR Director**  
Mid-Sized City in Texas



The dashboard templates alone were worth it. I presented our Q3 metrics to the council and received praise for clarity and insight—a first!

**Chief Human Resources Officer**  
County Government



Finally, practical AI guidance that understands government constraints. Not Silicon Valley hype, but real tools for real public sector challenges.

**Talent Acquisition Manager**  
Municipal Government