

LUCAS JAMES TALENT PARTNERS

# AI in Talent Acquisition

*Real Use Cases You Can Start Using Today*

---

American Industrial Partners | Talent Summit

**Matt Boldyga, Brandon Murphy, & Wendy Linden**

# What We'll Cover

01

## The AI Landscape

Where we are, what's real vs. hype

02

## Our Approach at LJTP

Practical, cost-effective adoption

03

## How to Prompt AI

A reusable framework you can use today

04

## 12 Live Use Cases

Walk-throughs across the full hiring lifecycle

05

## Discussion & Q&A

Your questions, challenges, and ideas

# 40–45 min

Total Session

15–20 min

Presentation & use cases

20–25 min

Discussion & Q&A

# The Market Has Arrived

~60%

of companies using AI

65K+

companies globally  
identify as AI-focused

\$400B+

invested in AI startups  
since 2024

The question is no longer whether to adopt AI — it's how to use it effectively.

# Separating Hype from Reality

## AI HYPE

- Complete replacement of HR/TA teams
- Perfect candidate matching, zero errors
- Elimination of all hiring bias
- Fully autonomous end-to-end hiring
- Instant implementation & immediate ROI



## AI REALITY

- Augmentation of human expertise
- Improved suggestions with human review
- Reduced bias — requires recruiter oversight
- Semi-automated workflows to boost efficiency
- Strategic implementation with training & planning

# The LJTP AI Philosophy

## 01 Analyze First

Evaluate your existing tech stack before adding new tools. We participated in beta testing LinkedIn's AI Hiring Assistant.

## 02 Don't Overinvest Too Early

High market volatility. Many platforms still rely on LinkedIn data. Features are being absorbed rapidly — LinkedIn absorbed AI sourcing, messaging, and drip campaigns in 2025.

## 03 Use Free/Low-Cost LLMs

ChatGPT and Claude deliver enormous value at minimal cost. No need for expensive point solutions for many core tasks.

## 04 Focus on What Matters

Operational efficiency, better talent selection, and a differentiated candidate & hiring manager experience.

# Leading AI Models in 2025–2026

Model	Creator	Strength	Best Use Case
GPT-5 / ChatGPT	OpenAI	Most balanced (reasoning + usability)	General business, recruiting, workflows
Claude 4 Opus	Anthropic	Deep reasoning, long-form analysis, Coding	Research, Writing, Detailed Concepts
Gemini 2.5 Pro	Google	Massive context + multimodal	Large datasets, docs, video/audio
Grok 4	xAI	Real-time + social data awareness	Live insights, trend analysis
Llama 4 (Meta)	Meta	Open-source flexibility	Custom/internal enterprise builds
Perplexity (Sonar)	Perplexity	Best search + citation accuracy	Research, sourcing, market intel

 For most day-to-day recruiting tasks, ChatGPT (free) or Claude (free tier) will do the job. Start here.

# How to Structure a Prompt

## ROLE

Senior Recruiter  
TA Consultant  
Compensation Analyst

## TASK

Write Job Description  
Screen Resume  
Create Messaging

## AUDIENCE

Hiring Manager  
Passive Candidates  
Company Leadership

## TO NE

Professional  
Friendly  
Persuasive  
Concise

## ESSENTIAL INFO

Role details  
Candidate background  
Key requirements

## QUESTIONS

Ask me 3 clarifying  
questions before  
you begin

# 12 Use Cases Across the Hiring Lifecycle

01

Writing Job Descriptions

02

Screening Resumes

03

Creating Interview Questions

04

Market Compensation Analysis

05

Candidate Outreach Messaging

06

Sourcing Strategy

07

Interview Note Summarization

08

Drafting Offer Letters

09

Training Material Creation

10

Internal Communications

11

Knowledge Base Summarization

12

Policy Drafting & Review

# Writing Job Descriptions

## SAMPLE PROMPT

**[ROLE]** Acting as a Senior Technical Recruiter,  
**[TASK]** create a compelling job description,  
**[AUDIENCE]** for hiring managers at a mid-sized firm,  
**[TONE]** in a professional and inclusive tone.  
**[ESSENTIAL INFO]** Include qualifications, responsibilities,  
growth opportunities, & salary range.  
**[QUESTIONS]** Ask me 3 clarifying questions before you begin.

## AI OUTPUT INCLUDES...

- ✓ Tailored role summary
- ✓ Required & preferred qualifications
- ✓ Growth & impact narrative
- ✓ Salary range
- ✓ Inclusive language footer
- ✓ Board-ready & job-site versions

# Screening Resumes

## SAMPLE PROMPT

**[ROLE]** Acting as a Talent Acquisition Consultant,  
**[TASK]** summarize and assess strengths and weaknesses,  
**[AUDIENCE]** for the hiring manager,  
**[TONE]** in a concise and analytical tone.  
**[ESSENTIAL INFO]** Focus on alignment to the role. Probe areas of concern.  
**[QUESTIONS]** Ask me 3 clarifying questions before you begin.

## PRO TIP

**Copy & paste experience from resume rather than uploading the file.**

---

- ✓ Reduces PII risk
- ✓ Reduces opportunity for bias
- ✓ Focuses AI on skills, not names or photos
- ✓ Works across all AI platforms

# 10 More Use Cases — Same Framework

## 03 Interview Questions

Behavioral + technical, with rationale for each

## 05 Candidate Messaging

First-touch, follow-up, and break-up sequences

## 07 Interview Summarization

Structured notes with themes, flags, recommendations

## 09 Training Materials

Onboarding curriculum with week-by-week milestones

## 11 Knowledge Base Summary

Condense lengthy handbooks into 1-page references

## 04 Comp Analysis

Market benchmarks, regional variance, equity trends

## 06 Sourcing Strategy

Boolean strings, platforms, 30-day outreach cadence

## 08 Offer Letters

Warm, persuasive first draft with all key terms

## 10 Internal Comms

New hire announcements, team updates, Slack/Notion

## 12 Policy Drafting

Remote work, reimbursement, availability standards

# When Should You Use AI?

## ✓ GREAT FOR AI

- ✓ First drafts of text-heavy documents
- ✓ Synthesizing large amounts of information
- ✓ Generating structured options to choose from
- ✓ Repetitive, templated tasks
- ✓ Learning / research acceleration
- ✓ Formatting and reformatting content

## ✗ REQUIRES CAUTION

- ✗ Final hiring decisions (human owns this)
- ✗ Highly sensitive candidate communications
- ✗ Uploading resumes with PII
- ✗ Relying on AI comp data without verification
- ✗ Legal / compliance-critical documents
- ✗ Any output you haven't reviewed carefully

# What Does This Actually Save?

TASK	TIME SAVED	QUALITY GAIN
<b>Job Descriptions</b>	45–90 min → 5–10 min	Faster time-to-post; more consistent quality
<b>Resume Screening</b>	Minutes → Instant	Structured analysis every time; less subjectivity
<b>Interview Prep</b>	20–40 min → 5 min	Tailored questions tied to the actual role
<b>Candidate Messaging</b>	15–30 min → 2–5 min	Higher-quality outreach at greater scale
<b>Offer Letters</b>	30–60 min → 5 min	Warm, persuasive first draft ready instantly

*Hard ROI numbers are still emerging — but productivity gains are immediate and real.*

# Try It Right Now

Open ChatGPT or Claude on your phone. Pick a prompt and run it.

## PROMPT 1 — JOB DESCRIPTION

Acting as a Senior Recruiter, write a compelling job description for a [ROLE] at [COMPANY]. Include qualifications, responsibilities, and a salary range. Ask me 3 clarifying questions before you begin.

## PROMPT 2 — RESUME SCREEN

Acting as a TA Consultant, summarize the strengths and weaknesses of this candidate for a [ROLE] for the hiring manager in a concise and analytical tone. Probe areas of concern. [PASTE EXPERIENCE HERE]

## PROMPT 3 — OUTREACH MESSAGE

Acting as a TA Partner, write a first-touch outreach message to a passive candidate for a [ROLE] at [COMPANY]. Highlight [KEY SELLING POINTS]. Make it friendly and personalized.

# Three Things to Take With You

1

## Start small. Start now.

Pick one task you do every week and run it through an LLM this week. Job description, sourcing message, screen summary — anything.

2

## Use the prompt framework.

Role → Task → Audience → Tone → Essential Info → Questions. This structure works for any use case across HR and TA.

3

## AI augments, not replaces.

You stay in the loop. AI handles the first draft, the research, and the formatting. You bring the judgment, relationships, and accountability.

LUCAS JAMES TALENT PARTNERS

# Questions?

---

