

# The recruiter's AI cheat sheet

Practical AI for Australian recruiters · Updated 16 October 2026

## Five prompts to copy

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1. **Role summary:** "From these intake notes, list what this person will do in their first six months and what success looks like. Flag anything unclear."
2. **Job ad:** "Write a job ad from this summary for a passive candidate. Lead with what's different. Australian English, no clichés."
3. **Boolean:** "Write a Boolean string for these titles and must-have skills. Exclude recruiters and students. Explain each part."
4. **Outreach:** "Rewrite this message in under 80 words, with one specific reason it might suit them and an easy yes/no question."
5. **Interview plan:** "Draft five competency-based questions for these requirements, with what a strong answer would cover."

## Privacy checklist

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- Is this tool approved by my business for personal information?
- Have I removed names, contact details and anything sensitive?
- Do I know whether this plan uses my content to train models?
- Does our privacy notice tell candidates how we use AI?

## Before anything goes to a candidate or client

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- Check every fact, date, salary and benefit against what was agreed.
- Look for wording that could put people off unfairly.
- Read it aloud. If it doesn't sound like you, rewrite it.
- A person makes every hiring decision. AI can help prepare, not decide.

General information, not legal advice. Check AI output before using it, and keep a person in charge of hiring decisions. [aiforrecruitment.com.au](https://aiforrecruitment.com.au)