

AI Resume Screening Checklist for Recruiters

Resume Summaries • Job Criteria • Interview Questions • Scorecards • Outreach

AI should support recruiters, not make final hiring decisions. Keep screening job-related, consistent, and human-reviewed.

Before Screening

Prompt 1

Define required skills for [role]. Separate must-have skills from nice-to-have skills.

Prompt 2

Create a fair screening rubric for [role]. Use only job-related criteria.

Prompt 3

Review this job description for vague, biased, or exclusionary language: [paste JD].

Prompt 4

Rewrite this job description to separate required and preferred qualifications: [paste JD].

Prompt 5

Create a shortlist intake form for hiring managers to clarify role requirements before screening.

Resume Summaries

Prompt 6

Summarize this resume for a [role]. Focus on relevant experience, skills, achievements, and possible gaps. Do not infer protected characteristics.

Prompt 7

Create a recruiter-friendly candidate summary from this resume: [paste resume]. Include strengths, concerns, and follow-up questions.

Prompt 8

Extract only job-relevant skills and experience from this resume: [paste resume].

Prompt 9

Summarize this candidate in 5 bullet points for a hiring manager: [paste resume].

Prompt 10

Compare this resume to the role requirements and show evidence from the resume only.

Candidate Matching

Prompt 11

Compare this resume against these job requirements. Return matched, partially matched, and missing requirements with evidence.

Prompt 12

Create a candidate-fit table for this resume and job description. Include skill, evidence, confidence, and interview question.

Prompt 13

Identify transferable experience in this resume that may match the role even if titles differ.

Prompt 14

Review this candidate for [role] using only job-related criteria. Avoid personal or demographic assumptions.

Prompt 15

Create a shortlist recommendation based on this resume and criteria, including reasons to interview or reject.

Interview Questions

Prompt 16

Create 10 interview questions for [role]. Include technical, behavioral, problem-solving, and role-specific questions.

Prompt 17

Create 5 interview questions based on the gaps found in this resume: [paste gaps].

Prompt 18

Create a structured interview scorecard for [role] with a 1-5 rating scale.

Prompt 19

Create follow-up questions for a candidate who claims experience with [skill].

Prompt 20

Create a practical work-sample task for [role] that can be completed in under 60 minutes.

Fairness and Compliance

Prompt 21

Review this screening prompt for potential bias or non-job-related criteria: [paste prompt].

Prompt 22

Create a list of screening criteria that should not be used for [role].

Prompt 23

Rewrite this candidate evaluation to remove subjective or unsupported statements: [paste evaluation].

Prompt 24

Create a consistent screening process for reviewing 100 resumes for [role].

Prompt 25

Create a human-review checklist before rejecting candidates based on AI-assisted screening.

Outreach and Candidate Experience

Prompt 26

Write a personalized recruiting outreach email for a [role] candidate with experience in [skill]. Keep it short and specific.

Prompt 27

Write a LinkedIn message to a passive candidate for [role]. Mention why their background appears relevant.

Prompt 28

Write a polite follow-up email to a candidate who did not respond after 5 days.

Prompt 29

Write a scheduling email for a candidate invited to interview. Include next steps and expectations.

Prompt 30

Write a respectful rejection email that is short, professional, and legally safe.

Hiring Manager Collaboration

Prompt 31

Create a hiring manager summary for this candidate. Include strengths, gaps, interview focus, and recommendation.

Prompt 32

Convert these interview notes into a structured candidate evaluation: [paste notes].

Prompt 33

Create a side-by-side comparison of these three candidates for [role]. Use only job-related criteria.

Prompt 34

Write a hiring debrief agenda for comparing candidates after interviews.

Prompt 35

Summarize candidate feedback into themes and next steps for the hiring team.

Sourcing and Boolean Search

Prompt 36

Create Boolean search strings for sourcing [role] candidates with skills [skills]. Include LinkedIn and Google variations.

Prompt 37

Suggest alternative job titles for candidates who may fit [role].

Prompt 38

Create a sourcing strategy for finding [role] candidates in [industry/location].

Prompt 39

Write 5 search queries to find candidates with [skill] and [experience].

Prompt 40

Create a list of keywords that indicate strong experience for [role].

Onboarding and Offer Prep

Prompt 41

Create an onboarding checklist for a new [role] hire for the first 30 days.

Prompt 42

Write a welcome email for a new hire joining as [role].

Prompt 43

Create a first-week agenda for [role] that includes meetings, training, and setup tasks.

Prompt 44

Create a handoff summary from recruiting to HR for this candidate: [paste candidate details].

Prompt 45

Write a clear offer discussion prep note for a recruiter speaking with a candidate.

Recruiting Analytics

Prompt 46

Create a recruiting dashboard plan for [team]. Include time-to-fill, source quality, pass-through rates, and offer acceptance.

Prompt 47

Analyze this recruiting funnel data and identify bottlenecks: [paste data].

Prompt 48

Create a weekly recruiting report summary from these metrics: [paste metrics].

Prompt 49

Suggest 5 ways to improve candidate response rate based on this outreach data: [paste data].

Prompt 50

Create a hiring process improvement checklist based on candidate drop-off points.

Final note

Review and adapt every item before using it in real business, classroom, legal, hiring, or analytics workflows.