

AI prompts for engagement and retention

Every time an employee leaves, they take more with them than you might realize. Beyond the disruption to your team, there's the cost of recruiting their replacement, extensive training, and productivity loss while they are getting up to speed.

These AI prompts can help you decrease attrition, understand if your engagement and retention programs are working, and save you from the damages of unhealthy attrition rates.

#1 Detect and respond to attrition risk

This prompt helps you determine which employees are at risk for attrition, rather than having to perform time-consuming Excel work to reach these conclusions.

Before you start, you will need to gather promotion, raise, and performance data.

Prompt

Using a CSV file with the following columns: EmployeeID, Department, JobRole, HireDate, PerformanceRating, AnnualSalary, LastPromotionDate, LastRaiseDate:

Can you do the following:

Identify Top Performers: Filter employees with a PerformanceRating of 'Exceeds Expectations'.

Check for Lack of Recent Promotion: From the filtered top performers, identifies those whose LastPromotionDate is more than 24 months ago, or N/A if never promoted since HireDate and HireDate is also older than 24 months).

Check for Lack of Recent Raise: From the filtered top performers, identifies those whose LastRaiseDate is more than 12 months ago, or N/A if never received a raise since HireDate and HireDate is also older than 12 months).


Flag High Attrition Risk: Marks employees who meet all three criteria (top performer AND no recent promotion AND no recent raise) as 'Highest Risk for Attrition'. Employees who are top

performers and meet one of the other criteria (no recent promotion OR no recent raise) should be marked as 'Medium Risk'. All others should be 'Low Risk' or 'Not Applicable'.

Generate an Attrition Risk Report: The final output should be a table where the first column is EmployeeID, the second Department, the third JobRole, the fourth PerformanceRating, the fifth LastPromotionDate, the sixth LastRaiseDate, and the seventh AttritionRisk (showing 'Highest Risk', 'Medium Risk', 'Low Risk', or 'N/A' based on the criteria).

Provide targeted and evidence-based HR strategies for how to retain 'Highest Risk for Attrition' and 'Medium Risk' employees. Please include short-term retention strategies (e.g., actions HR and management can take within the next 30-90 days) as well as long-term engagement plans (e.g. actions and programs HR can implement over the next 3-12 months that are focused on career development, culture, and leadership practices). These strategies and practices should be proven by top organizations with low attrition.

Sample ChatGPT output:

 Attrition Risk Report

EmployeeID	Department	JobRole	PerformanceRating	LastPromotionDate	LastRaiseDate	AttritionRisk
1023	Sales	Account Executive	Exceeds Expectations	2020-02-15	2022-01-10	Highest Risk for Attrition
1071	Sales	Sales Consultant	Exceeds Expectations	2020-11-05	2021-09-20	Highest Risk for Attrition
1098	Sales	Account Executive	Exceeds Expectations	2023-04-12	2022-03-18	Medium Risk
1056	IT	Software Engineer	Exceeds Expectations	2022-03-01	2023-01-15	Medium Risk
1104	IT	Data Analyst	Exceeds Expectations	NaN	2024-01-20	Medium Risk
1082	IT	Software Engineer	Exceeds Expectations	2023-06-01	2024-09-01	Low Risk
1032	HR	Recruiter	Exceeds Expectations	2024-01-01	2024-08-01	Low Risk

Tip: In your instructions to ChatGPT, make sure to have some instructions to catch unmapped values. This helps avoid missed data or poor categorization. For example, if performance rating is unavailable but last promotion data and last raise date are more than 24 months ago and 12 months ago respectively, you may want to tell ChatGPT to categorize those folks as "Medium Risk."

#2 Evaluate the success of onboarding initiatives

This prompt helps you reach two important conclusions through an in-depth analysis. One, it will show how your onboarding process affects employee satisfaction, performance, and ultimately retention. Two, it will show how changes to your onboarding process have affected these factors.

Before you start, you will need onboarding survey results, performance ratings, and basic retention data.

Prompt

Using a CSV file with the following columns: EmployeeID, Department, HireDate, First90DayPerformanceRating, OnboardingSatisfactionScore, ManagerFeedbackOnboarding, VoluntaryTerminationDate (if applicable):

Do the following:

Filter and Group New Hires:

- Identify two groups of employees based on their HireDate:
 - 'Before Initiative' Group: Employees whose 90-day performance and satisfaction data (i.e., 90 days after HireDate) falls before the start date of your new onboarding initiative.
 - 'After Initiative' Group: Employees whose 90-day performance and satisfaction data falls after the start date of your new onboarding initiative.
- For both groups, only include employees where First90DayPerformanceRating and OnboardingSatisfactionScore are available.

Categorize Onboarding Success for Both Groups: For each employee in both the 'Before Initiative' and 'After Initiative' groups, categorize their onboarding success:

- OnboardingSatisfactionScore (e.g., scale of 1-5, where 4-5 is 'High Satisfaction', 3 is 'Medium Satisfaction', 1-2 is 'Low Satisfaction').
- First90DayPerformanceRating (e.g., 'Exceeds Expectations', 'Meets Expectations', 'Needs Improvement').
- Assign to one of these categories:
 - Strong Onboarding Success:
 - OnboardingSatisfactionScore is 'High Satisfaction' AND First90DayPerformanceRating is 'Exceeds Expectations' or 'Meets Expectations'.

- OnboardingSatisfactionScore is 'Medium Satisfaction' AND First90DayPerformanceRating is 'Exceeds Expectations'.
- Moderate Onboarding Success / Monitor:
 - OnboardingSatisfactionScore is 'Medium Satisfaction' AND First90DayPerformanceRating is 'Meets Expectations'.
 - OnboardingSatisfactionScore is 'High Satisfaction' AND First90DayPerformanceRating is 'Needs Improvement'.
- Immediate Onboarding Concern:
 - OnboardingSatisfactionScore is 'Medium Satisfaction' AND First90DayPerformanceRating is 'Needs Improvement'.
 - OnboardingSatisfactionScore is 'Low Satisfaction' (regardless of First90DayPerformanceRating).

Identify Early Turnover for Both Groups: Flags employees from both groups who have a VoluntaryTerminationDate within their first 6-12 months of employment.

Generate a Comparative Onboarding Effectiveness Report (Anonymized): The final output should be a summary table and accompanying bar charts that clearly compares the 'Before Initiative' and 'After Initiative' groups. This report should be anonymized and will not include individual EmployeeIDs. This table should include:

- The count of employees in each group.
- The percentage of employees falling into each of the detailed Onboarding Success categories for each group.
- The percentage of 'Early Turnover' for each group.
- (Optional: Average OnboardingSatisfactionScore and First90DayPerformanceRating for each group).

Provide actionable recommendations for HR professionals based on the comparison of the 'Before Initiative' and 'After Initiative' results. These recommendations should highlight the effectiveness of the new initiative (positive, negative, or no significant change) and suggest specific improvements or areas to investigate further to enhance onboarding and reduce early turnover.

Sample ChatGPT output:

Onboarding Effectiveness Summary

Metric	Before Initiative	After Initiative
Total Employees	60	65
Strong Onboarding Success (%)	40.0%	61.5%
Moderate Success / Monitor (%)	25.0%	24.6%
Immediate Onboarding Concern (%)	35.0%	13.9%
Early Turnover (%)	18.3%	9.2%
Avg Satisfaction Score (1–5)	3.2	4.1
Avg Performance Score (1–3)	2.1	2.6

Tip: If you have not recently made changes to your onboarding initiatives, you can modify the prompt to run a simpler version of the prompt. Simply remove the “Identify two groups of employees based on their HireDate” portion.

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