



the  
**HRBP**  
LAB

WHERE AR STRATEGY GE

# 101: Getting Started with AI in HR

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# Before You Start

Most people skip these. Don't.

01

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What AI tools do I actually have access to?

Not what you've *heard* of — what you *have* right now.

02

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What are my company's rules?

Know what's allowed before you paste anything in.

03

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Where should I start?

The one that saves you the most time this week.



## Section 1 – Your AI Tool Inventory

**i** Understanding what tools your company offers and what access the tools have is an important step. It will define your "working AI" strategy.

**i** Understanding the difference between a Frontier model lab (Anthropic, OpenAI) and a model aggregator (Perplexity) is important.

### Enterprise Tools

- Copilot (Microsoft 365)
- Enterprise Instances of Claude, ChatGPT
- ServiceNow AI (Now Assist)

### Personal Tools

- Claude (Anthropic) – Frontier
- ChatGPT (OpenAI) – Frontier
- Gemini (Google)
- Perplexity


## No Enterprise Tool Access? Ask!

**i** Sometimes you need to be squeaky wheel to drive change.

1. Find the IT or Product Owner for tech at your firm.
2. Ask about existing licenses to AI tools.
3. Use AI to build a simple business case.
4. Ask for a 30-day trial.

**📌** For most HRBP work, Claude and ChatGPT at ~\$20/month outperform most enterprise tools right now.

# Section 2 — Know Your Rules First

 Always follow the rules and be compliant when accessing any AI tools (enterprise or personal) from your Company's assets. The best place to start is to download your company's "**Acceptable Use Policy**" and toss into your AI tool of choice.

How to find your company's Acceptable Use Policy

## What to Look For:

- Approved tools
- Data restrictions (PII/confidential)
- HR-specific guidance
- Approval process

## How to Find Your AUP

1. Search your intranet for "AI policy" or "acceptable use."
2. If nothing turns up, ask your IT or Legal contact — they'll know exactly where it is.
3. Check the employee handbook or HR policy portal as a backup.

 Safe Default

Use anonymized placeholders — [EMPLOYEE], [COMPANY], [AMOUNT]. 95% of the value with zero compliance risk.

# Section 3 — Three Prompts to Start With

Ready to actually use AI? Start here.

1

## PROMPT 01: "The Copilot Morning Brief"

This is my go to prompt every morning. If you have M365, run this from CoPilot to get full access to your "enterprise graph" which is just a fancy phrase for all of the ways you communicate (Teams Messages, Emails, Meetings, OneDrive files). If you are have more distributed tech, start with the AI tool that has access to your meetings and calendar. You can also copy and paste your calendar for the day in the prompt.

- 📄 You are my daily briefing assistant. Here is my calendar and task context for today: [Paste your calendar events or describe what's on your plate]. Please summarize: 1. The 2–3 meetings I need to prepare for most and what I should be ready to address. 2. Any back-to-backs or energy drains I should manage. 3. My top 3 focus items for today based on what you see. 4. One thing I might be underestimating or forgetting. Keep it direct. I need to be ready in 10 minutes.

2

## PROMPT 02: "The AI Skill Discovery"

AI can get to know your habits, the way you work, even how you communicate. It gets better over time. This prompt gives you insights into the things you are doing that are prime targets for AI automation and augmentation.

- 📄 I am an HR Business Partner. Here is a summary of my key responsibilities and tasks this week: [Describe your role and list your current projects or recurring tasks]. Please analyze this and: 1. Identify the top 3 tasks that would benefit most from AI assistance. 2. For each one, describe a specific AI use case — be concrete. 3. Suggest which AI tool fits best for each. 4. Estimate how much time per week I could save with each. Be honest about where AI adds real value versus where it's just hype for this type of work.

3

## PROMPT 03: "The AUP Reviewer"

Paste your company AI policy, get back: approved tools, data restrictions, HR-specific rules, approval process, and the single most important thing to remember

- 📄 I am an HR Business Partner reviewing my company's AI Acceptable Use Policy. Here is the policy: [Paste your company's AI policy]. Please review it and tell me: 1. Which AI tools are explicitly approved, if any? 2. What restrictions apply to personal or employee data and confidential information? 3. Are there any HR-specific restrictions I should know about? 4. Is there an approval process for new tools? If so, what does it involve? 5. What is the single most important thing I need to remember before I use AI for HR work under this policy? Give me the practical summary, not a legal review.

# A Note on Getting Better

“  
One of the things we realized early on is that it's not enough to give people access to AI tools, you've got to build fluency. – Wade @ Zapier  
”

I came across this quote from an email from the AI Workflow Automation company, Zapier. They offer "connectors" from your favorite AI tool to just about any app, service or platform you can think of. They have defined what AI fluency looks like in four simple steps.

**Level 1:** Haven't touched it

**Level 2:** Played with ChatGPT a few times

**Level 3:** Using AI in day-to-day workflows

**Level 4:** Rethinking how they work because of it.

This really resonated with me. It is simple but clear and you immediately understand right where you are on this scale. Also, it doesn't matter what level you start, you can jump in at any time and get started.

Be realistic and honest with yourself about where you are on the scale. This isn't a performance review or an evaluation. It isn't being calibrated and your manager won't see it. I *knew you were thinking it!* This is just a simple self check to guide you. Most people are somewhere between level 2 and level 3.

# Next Steps

Pick one prompt and use it today.

Newsletter

Regular updates, free

[thehrbplab.ai](https://thehrbplab.ai)

Prompt Packs

By HR practice area

*Coming soon*

Strategy Sessions

1-on-1 guidance

*Contact me for details*