

# THE CONTRARIAN RECRUITER'S PROMPT PACK



30 Prompts Talent Acquisition Pros Actually Need  
(Not the Same Stuff Everyone Else Repeats)

A Resource Provided By





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Strategic hiring support that reduces risk and increases impact.



# The Real Truth

**CUT NOISE, EXPOSE BAD ASSUMPTIONS, AND MAKE BETTER HIRING DECISIONS IN HALF THE TIME.**

This pack is **built for Talent Acquisition Leaders, Sourcers, and Full-Cycle Recruiters** who are drowning in dashboards, vague feedback, keyword-stuffed resumes, over-inflated expectations, and nonstop urgency.

Each prompt is engineered to help you think like a skeptical CFO, a real practitioner, or an honest candidate so you can uncover risks, reduce churn, and make faster, clearer decisions.

Most users reclaim **3-5 hours per week** by eliminating waste and gaining instant clarity where it matters most.

## How to Use This Prompt Pack

The existing guidance outlines basics such as pasting job posts and adding company specifics. But now that the content is finalized, this section should reflect the strategic behaviors the prompts require.

It should explicitly reference:

- Prompts that pressure-test assumptions as if execs were reviewing your work
- Prompts that eliminate noise (vanity metrics, keyword stuffing, vague notes)
- Prompts that force alignment with hiring managers
- Prompts that detect AI-generated candidates and fake profiles
- Prompts that reduce burnout and administrative chaos



# QUICK USAGE GUIDELINES

- **Paste real inputs, not generic samples.**

Include real job descriptions, resumes, hiring manager notes, dashboards, or messages. The prompts are calibrated to surface contradictions and risk areas.

- **Edit for context.**

Add your company specifics, hiring patterns, team realities, and market context so ChatGPT can simulate how leaders and candidates will actually respond.

- **Expect friction that saves time.**

Several prompts challenge your assumptions, uncover invisible deal-breakers, or cut bloated workflows. They are designed to prevent wasted cycles and over-work.

- **Look for the icons.**

Use the icon labels throughout the pack to know what each prompt optimizes for:

 Time Saver

 Candidate-Friendly

 Data-Heavy

 Alignment

 BS Detector

- **Still apply human judgment.**

Never copy-paste AI output without a review. Use the responses as clarity accelerators, not as final decisions.

# WHEN TO USE EACH SECTION

- **Section 1:** When leadership wants clean data and tighter plans
- **Section 2:** When sourcing feels noisy or unrealistic
- **Section 3:** When screening needs to be faster and more precise
- **Section 4:** When hiring managers create friction
- **Section 5:** When you need confident, concise candidate communication
- **Section 6:** When operations feel chaotic or overloaded
- **Section 7:** When you need to filter bots or detect fake candidates
- **Section 8:** When you are burned out or need boundaries back

# SECTION 1. IS THIS CANDIDATE EVEN REAL?

These prompts help eliminate AI-generated resumes, identity-faked profiles, or job-application bots before you waste time.

## PROMPT 1: ANALYZE THIS RESUME FOR AI-GENERATED PATTERNS OR RED FLAGS

● BS DETECTOR ⌚ TIME SAVER 📊 DATA-HEAVY



Use this when a resume looks polished but oddly generic, or when you suspect it may have been written (or fully generated) by AI. This prompt helps you detect red flags that real practitioners wouldn't overlook, so you can avoid ghost leads and fake candidates.

### Inputs:

- Resume text or PDF
- Role the candidate applied for
- Must-have skills or domain expertise expected

### Prompt:

Review this resume and analyze it for AI-generated patterns or authenticity red flags. Look for signs like repetitive structure, vague language, missing practitioner depth, unrealistic career flow, or inconsistent formatting. Return a confidence score and explain what suggests the resume may (or may not) be AI-written or inauthentic.

### Output:

Return the following:

- AI Pattern Analysis: A short review noting patterns that suggest AI involvement (e.g., overuse of general phrasing, missing context, inflated accomplishments).
- Red Flag List: Specific elements that indicate low authenticity, lack of real-world detail, or potential fabrication.
- Authenticity Score (0-10): A confidence score estimating how likely it is that this resume was AI-written or fabricated, with 1-2 lines of rationale.



## PROMPT 2: COMPARE THIS RESUME TO THEIR LINKEDIN AND IDENTIFY CONTRADICTIONS

● BS DETECTOR ⌚ TIME SAVER 📊 DATA-HEAVY



### 🔍 Use Case

Use this when you need to validate a candidate's background and suspect that their resume may have been altered or padded. This prompt helps surface timeline mismatches, role inflation, or missing context between their resume and LinkedIn profile.

### Inputs:

- Resume text or PDF
- LinkedIn profile URL or pasted summary
- Key must-haves for the role (optional)

### Prompt:

Compare this resume to the candidate's LinkedIn profile and flag any contradictions, gaps, or inconsistencies. Focus on mismatched dates, title inflation, missing employers, overlapping roles, and skills that appear in one version but not the other. Highlight anything that might signal risk or require verification.

### Output:

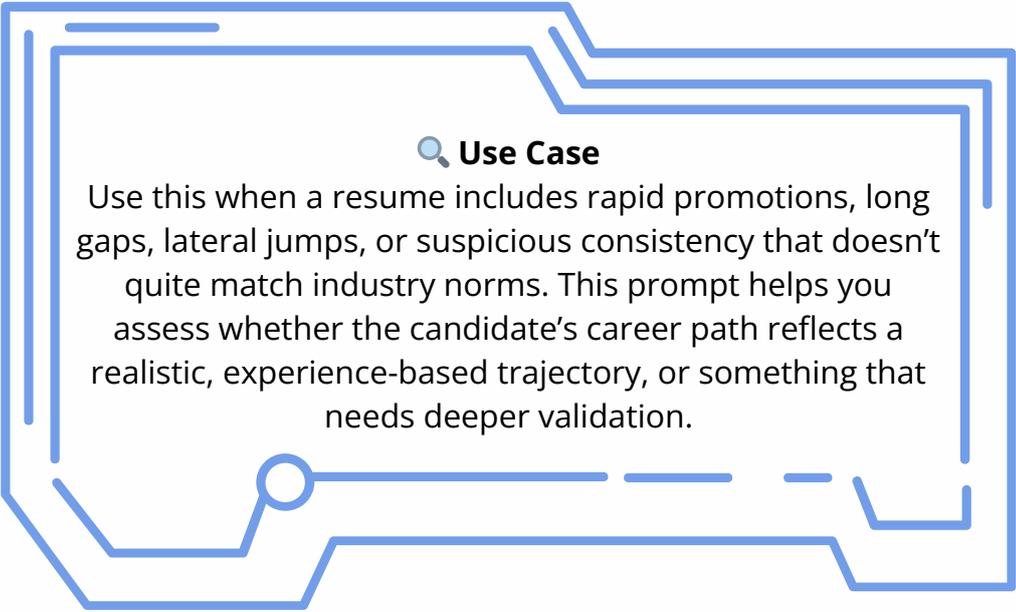
Return the following:

- **Contradiction Report:** A bullet list of discrepancies between the resume and LinkedIn, each with a short explanation.
- **Risk Flags:** Highlight anything that appears deliberately misleading or inconsistent with industry norms.
- **Recommended Follow-Up Questions:** 2-3 concise questions you can ask the candidate to verify or clarify the flagged items.



## PROMPT 3: TELL ME WHETHER THIS CAREER PROGRESSION LOOKS STATISTICALLY NORMAL

● BS DETECTOR    📊 DATA-HEAVY    ⌚ TIME SAVER



### 🔍 Use Case

Use this when a resume includes rapid promotions, long gaps, lateral jumps, or suspicious consistency that doesn't quite match industry norms. This prompt helps you assess whether the candidate's career path reflects a realistic, experience-based trajectory, or something that needs deeper validation.

#### Inputs:

- Resume or structured career timeline
- Role level and industry (e.g., mid-level engineer in fintech)
- Typical career norms for comparison (optional)

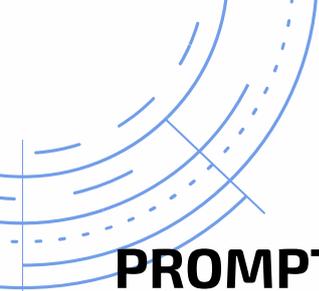
#### Prompt:

Analyze this career progression and determine whether it looks statistically normal for someone in this role, industry, and level. Highlight any unusual jumps, gaps, inconsistencies, or perfectly linear patterns that may suggest résumé inflation or fabrication. Provide a confidence score and explain your reasoning using typical career trajectories for similar professionals.

#### Output:

Return the following:

- **Progression Assessment:** A short narrative explaining whether the candidate's path aligns with industry norms, highlighting jumps, gaps, or red flags.
- **Notable Anomalies:** List any unusual timing, job changes, stagnation, or "too perfect" sequences that stand out.
- **Normality Score (0–10):** A rating that reflects how statistically typical the career path appears, with a one-line rationale.



## PROMPT 4: PREDICT WHETHER THIS RESUME WAS WRITTEN BY A REAL PRACTITIONER BASED ON VOCABULARY

● BS DETECTOR    📊 DATA-HEAVY    ⌚ TIME SAVER



### 🔍 Use Case

Use this when a resume looks polished but lacks depth, or feels like it was written for search engines rather than by someone who's actually done the work. This prompt helps you assess authenticity based on technical vocabulary, real-world phrasing, and practitioner nuance.

#### Inputs:

- Resume text
- Must-have skills or domain expertise for the role
- Level of role (e.g., mid, senior, lead)

#### Prompt:

Analyze the vocabulary and phrasing in this resume to determine whether it was likely written by a real practitioner. Focus on specificity, tool usage, real-world context, and phrasing that reflects hands-on experience, not generic, overpolished language. Flag anything that suggests the resume was generated, overly optimized, or lacks practitioner depth.

#### Output:

Return the following:

- List of Technical Claims: Bullet list of all tools, platforms, languages, and frameworks mentioned in the resume.
- Verification Priority Ranking:
  - Group each claim into:
    - High priority (must verify ASAP)
    - Medium (confirm if time allows)
    - Low (can be assumed or skipped)
- Quick-Test Suggestions: 1–2 sample questions or tasks for each high-priority claim to verify depth of knowledge.



## PROMPT 5: EXTRACT ALL TECHNICAL CLAIMS AND RANK WHICH ONES NEED VERIFICATION

● BS DETECTOR 📊 DATA-HEAVY ⌚ TIME SAVER



### 🔍 Use Case

Use this when you need to prep for a technical screen or want to identify which claims in a resume are easy to fake vs. which require deeper validation. This helps you focus on what matters, and what needs to be tested early.

Inputs:

- Resume or candidate profile
- Role title and must-have technical skills
- Optional: Known risks or previous interview drop-off areas

Prompt:

Extract all technical claims from this resume and rank them by how urgently they need to be verified during screening. Identify which skills or tools are commonly faked, exaggerated, or vague, and which ones are most critical to job success. Provide suggestions for how to quickly test or validate the top-priority claims in a phone screen or technical interview.

Output:

Return the following:

- **Contradiction Report:** A bullet list of discrepancies between the resume and LinkedIn, each with a short explanation.
- **Risk Flags:** Highlight anything that appears deliberately misleading or inconsistent with industry norms.
- **Recommended Follow-Up Questions:** 2–3 concise questions you can ask the candidate to verify or clarify the flagged items.



## PROMPT 6: BUILD A QUICK SCRIPT TO EXPOSE FAKE EXPERIENCE IN 90 SECONDS

● BS DETECTOR ⌚ TIME SAVER 📊 DATA-HEAVY



### 🔍 Use Case

Use this when you're unsure if a candidate actually did the work they claim, or if they're repeating buzzwords and blog posts. This prompt helps you quickly surface thin knowledge, scripted answers, or fake experience using pointed, real-world questions.

### Inputs:

- Role title and summary
- Top 3-5 must-have technical or domain skills
- Optional: Any known resume red flags or risks

### Prompt:

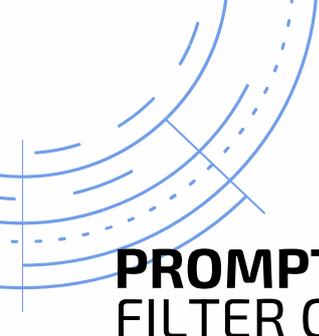
Based on this role and its top must-have skills, generate a 90-second screening script to quickly reveal whether the candidate has real, hands-on experience, or is bluffing. The questions should expose superficial answers and test for depth, context, and real-world application. Keep it efficient, focused, and easy to deliver in a phone screen or intro call.

### Output:

Return the following:

- 90-Second Screening Script: A concise intro + 4-6 targeted questions designed to quickly assess authenticity and real experience.
- What to Listen For: A cheat sheet of red flags, vague phrases, or non-answers that suggest lack of depth.
- Pass/Fail Heuristics: Simple guidance on how to judge whether the candidate should move forward or be flagged.





## PROMPT 7: REWRITE MY OUTREACH MESSAGE TO FILTER OUT BOTS AND AUTO-APPLICANTS

● BS DETECTOR ⌚ TIME SAVER 💬 CANDIDATE-FRIENDLY



### 🔍 Use Case

Use this when you're dealing with high-volume roles, spammy replies, or AI-generated applications. This prompt helps you rewrite your outreach with a friction-based filter, something simple that bots can't complete, but real humans will.

#### Inputs:

- Your current outreach message
- Job role or title
- A small, role-relevant question or micro-task you're willing to use (optional)

#### Prompt:

Rewrite this outreach message to include a micro-task or friction point that filters out bots and low-effort auto-applicants. Make it easy for a real person, but difficult for scripted or automated responders to complete. Keep the message short, conversational, and relevant to the role.

#### Output:

Return the following:

- **Rewritten Outreach Message:** A short, human-sounding message that includes a clear, simple micro-task (e.g., "Reply with the last tool you used for X").
- **Bot-Filtering Mechanism:** Description of how the message filters bots (e.g., open-ended question, unique instruction, personalized ask).
- **Optional Subject Line or DM Hook:** A one-liner that matches the tone and introduces the ask clearly without sounding robotic.

# SECTION 2.

## TA LEADERS WHO ARE TIRED OF USELESS DATA

These prompts help leaders slice through noisy dashboards, unrealistic plans, and inflated reporting. They force clarity by simulating how skeptical executives think and by exposing waste and flawed assumptions. Use these when your team is drowning in updates that do not move the business forward.

### **PROMPT 8:** PRESSURE-TEST MY HIRING PLAN AS A SKEPTICAL CFO

🕒 TIME SAVER   📊 DATA-HEAVY   🔄 ALIGNMENT   🔴 BS DETECTOR

#### 🔍 Use Case

Use this prompt when leadership is questioning headcount, budgets are tightening, or your hiring plan needs to survive executive scrutiny. It helps you surface unrealistic assumptions, budget risk, and timeline gaps before they get challenged in a leadership meeting—so you can defend the plan with confidence or adjust it proactively.

#### Inputs:

- Hiring plan (text or table) - A clear, time-bound strategy that defines what roles to hire, when to hire them, why they matter to the business, and the resources required to do it successfully.
- Role counts by department or team
- Timeline and budget estimates

#### Prompt:

Analyze this hiring plan using the mindset of a skeptical CFO. Focus on identifying budget risks, unrealistic timelines, inflated headcount expectations, and weak justifications. Highlight any assumptions that would not survive executive scrutiny and suggest corrective actions.

#### Output:

Return the following:

- Top 5 Red Flags: Blunt, high-impact issues in the hiring plan (e.g., budget gaps, unrealistic timelines, headcount inflation). Label each by type.
- Why It Matters: For each red flag, explain the business risk or faulty assumption in 1–2 sentences.
- Recommended Fixes: Practical corrections or tradeoffs for each issue, based on executive logic.
- Impact Summary: 3–5 bullets showing how the fixes affect budget, timeline, and hiring confidence.
- Executive Summary (Optional): A 2-sentence summary you could drop into a leadership slide or email.

# PROMPT 9: REWRITE OUR HIRING PLAN AS IF WE HAD TO CUT COSTS BY 40 PERCENT

🕒 TIME SAVER 📊 DATA-HEAVY 🔄 ALIGNMENT 🔴 BS DETECTOR



## 🔍 Use Case

Use this prompt when you're facing a hiring freeze, budget cut, or pressure to do more with less. It forces your hiring plan to withstand cost constraints by exposing bloat, inefficiencies, and nonessential steps, helping you prioritize what truly matters.

## Inputs:

- Current hiring plan: role list, timeline, budget
- Tools, vendors, or platforms used
- Process steps or meetings required
- Notes on team capacity or business urgency

## Prompt:

Rewrite this hiring plan as if we had to reduce costs by 40%. Identify what roles, tools, steps, or processes are non-essential and could be paused, cut, or consolidated. Focus on protecting the most critical hires and workflows while maximizing efficiency. Prioritize real business impact and executive defensibility over “nice to have” features.

## Output:

Return the following:

- **Simplified Hiring Plan:** A lean version of the original plan with only the essential roles, timelines, and processes preserved.
- **What Was Cut (and Why):** A list of what was removed or deprioritized, with a 1-sentence explanation for each cut.
- **Key Cost-Saving Moves:** Specific changes that contribute to hitting the 40% reduction goal (e.g., fewer vendors, slower timeline, phased hiring).
- **Risks of This Lean Version:** 2–3 short bullets explaining the potential tradeoffs or limitations of the stripped-down plan.
- **Final Summary:** A 2-sentence summary for leadership that explains what's preserved, what's lost, and how it still meets core business goals.



# PROMPT 10: IDENTIFY THE VANITY METRICS IN OUR RECRUITING DASHBOARD

🕒 TIME SAVER 📊 DATA-HEAVY 🔴 BS DETECTOR 🚫 ALIGNMENT

## 🔍 Use Case

Use this prompt when your recruiting dashboard is full of metrics, but few of them drive decisions. It filters out “feel-good” numbers that waste time and focuses you on what executives actually care about, so your reporting reflects signal, not noise.

### Inputs:

- Full list of metrics from your dashboard or ATS
- Definitions or descriptions of each metric (if available)
- Context: audience for the report (e.g., execs, TA team, hiring managers)

### Prompt:

Review this recruiting dashboard and identify all metrics that qualify as vanity metrics. Flag anything that may look impressive but doesn't drive business or hiring decisions. Recommend which 3–5 core metrics should be kept to support executive visibility, hiring efficiency, or pipeline quality. Prioritize clarity, actionability, and executive relevance over volume.

### Output:

Return the following:

- List of Vanity Metrics: Identify each metric to remove, with 1–2 sentence explanations for why it's noise or non-actionable.
- Metrics to Keep: Recommend 3–5 core metrics that provide actual insight into hiring progress, risk, or efficiency.
- Suggested Edits or Consolidations: Recommend any grouping, renaming, or reformatting of remaining metrics to improve clarity.
- Quick Win Summary: A short, executive-friendly statement you can include in your next report to explain why the dashboard was streamlined.

# PROMPT 11: TURN MY TEAM'S WEEKLY NOTES INTO A TWO-SENTENCE EXECUTIVE SUMMARY

🕒 TIME SAVER 📊 DATA-HEAVY 🚫 ALIGNMENT

## 🔍 Use Case

Use this prompt when your team's updates are long, scattered, or overly detailed, and leadership just wants the bottom line. This helps you condense updates into a crisp, neutral summary that communicates progress without excuses, drama, or unnecessary backstory.

### Inputs:

- Raw recruiter updates, notes, or weekly summaries
- Any priorities or goals from leadership (optional)
- Known blockers or risks from the week

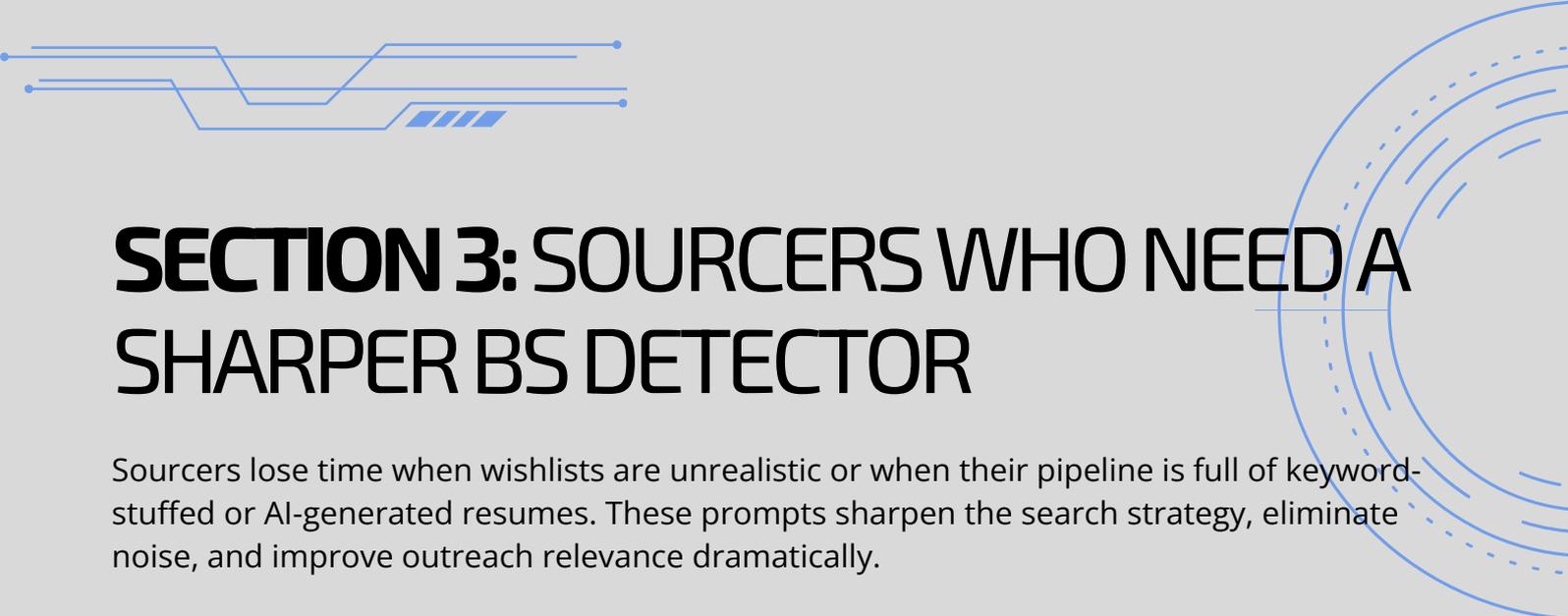
### Prompt:

Rewrite these weekly recruiter notes as a clear, neutral two-sentence summary for executives. Focus on outcomes, risks, and relevant signals, not activity logs or justifications. Remove filler, emotion, or repetition, and highlight only what leadership needs to know to stay informed or make a decision.

### Output:

Return the following:

- **Two-Sentence Summary:** A clean, executive-ready summary that communicates team progress, hiring status, and any meaningful blockers, no fluff.
- **Optional Pull Quote or Headline:** A single-sentence headline version that could be used in a Slack update, slide, or email subject line.
- **If Relevant: Flagged Risk or Trend:** If any patterns or blockers repeat week over week, call them out in a single bullet for leadership attention.



# SECTION 3: SOURCERS WHO NEED A SHARPER BS DETECTOR

Sourcers lose time when wishlists are unrealistic or when their pipeline is full of keyword-stuffed or AI-generated resumes. These prompts sharpen the search strategy, eliminate noise, and improve outreach relevance dramatically.

## PROMPT 12: BREAK DOWN THIS HIRING MANAGER WISHLIST INTO THE TWO SKILLS THAT ACTUALLY MATTER

🕒 TIME SAVER   ● BS DETECTOR   🎯 ALIGNMENT



Use this prompt when hiring managers submit long, unrealistic wishlists. It helps you strip the list down to the true core skills the role requires, so you can source faster, align early, and avoid “purple squirrel” searches.

Inputs:

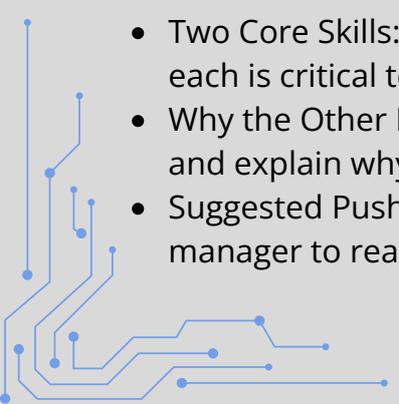
- Hiring manager’s wishlist or intake notes
- Job title and level
- Team context or key responsibilities (optional)

Prompt:

Review this hiring manager wishlist and identify the two most essential skills for success in this role. Ignore buzzwords, soft asks, or unrealistic combinations. Focus on the skills that actually drive impact and would be non-negotiable in a real-world hire. Explain your reasoning so I can confidently push back or clarify priorities.

Output:

Return the following:

- **Two Core Skills:** List the two must-have skills, with one-sentence explanations of why each is critical to the role’s success.
  - **Why the Other Items Don’t Matter (As Much):** Briefly group the remaining wishlist items and explain why they’re lower priority, redundant, or distractions.
  - **Suggested Pushback Statement:** A short, professional script you can use with the hiring manager to realign expectations or validate focus areas.
- 



# PROMPT 13: GIVE ME HIDDEN SEARCH TERMS REAL EXPERTS USE FOR THIS SKILL

🕒 TIME SAVER   ● BS DETECTOR   💬 CANDIDATE-FRIENDLY

## 🔍 Use Case

Use this prompt when your search results are full of keyword-stuffed or AI-generated resumes. Real practitioners use niche, messy, or insider terms that don't show up in generic Boolean searches. This helps you find signal in a sea of noise.

### Inputs:

- Specific skill (e.g., Kubernetes, Tableau, Java)
- Role level (e.g., mid-level engineer, senior analyst)
- Industry or domain context (e.g., fintech, healthcare, SaaS)

### Prompt:

List hidden, insider, or practitioner-level search terms for this skill, based on how real experts describe their work, not how resumes are optimized. Include slang, abbreviations, specific tools, or phrasing that non-practitioners would likely miss. Prioritize terms that help filter real practitioners from AI-written or copy-paste profiles.

### Output:

Return the following:

- Hidden Search Terms List: 8–12 terms or phrases used by actual practitioners, including slang, shorthand, tool references, or niche terminology.
- Label Each Term by Type
  - Indicate whether each term is:
    - Practitioner Slang
    - Tool/Framework Reference
    - Real-World Context Phrase
    - Abbreviation/Shortcut
- Usage Tips: 2–3 bullets on how to use these terms in LinkedIn, GitHub, or Boolean sourcing to improve search quality and reduce noise.



# PROMPT 14: REWRITE MY OUTREACH SO IT DOES NOT SOUND LIKE EVERY OTHER RECRUITER

🕒 TIME SAVER    💬 CANDIDATE-FRIENDLY    🔴 BS DETECTOR



## 🔍 Use Case

Use this when your messages feel generic or are getting ignored. This prompt strips out clichés, corporate filler, and recruiter-speak, so your outreach actually feels human and worth replying to.

### Inputs:

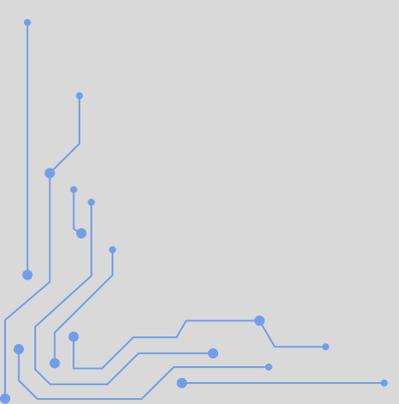
- Your current outreach message
- Role details (title, team, key selling points)
- Any known candidate info (portfolio, GitHub, recent project, etc.)

### Prompt:

Rewrite this outreach message to sound like a real person, not a template. Make it personal, concise, and conversational. Avoid filler, buzzwords, or overly polished tone. The goal is to feel like a thoughtful, high-performing teammate, not a generic recruiter.

### Output:

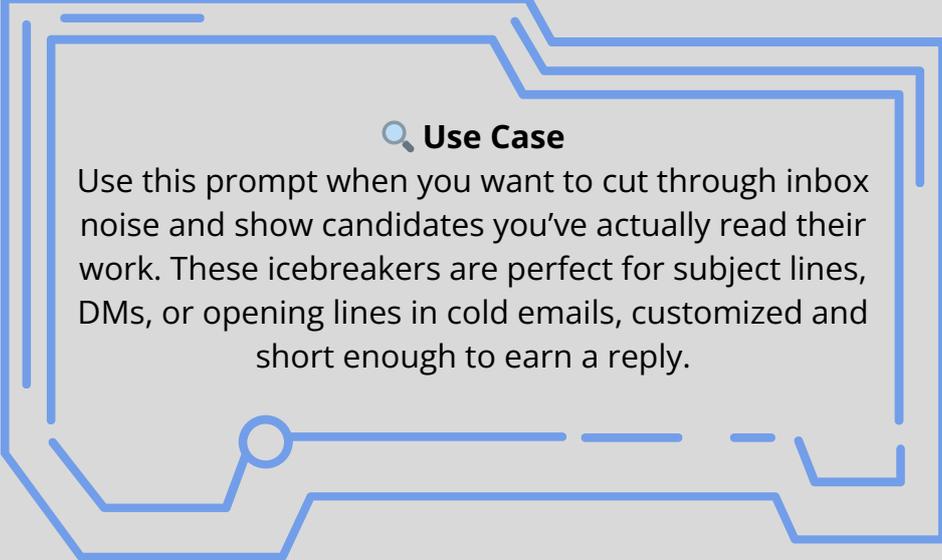
Return the following:

- **Rewritten Outreach Message:** A 3–5 line message that sounds human, relevant, and different from typical recruiter outreach.
  - **Tone Breakdown:** 1–2 sentences explaining the tone choices made (e.g., “Dropped the intro fluff, led with curiosity, used plainspoken language.”)
  - **Optional Subject Line or DM Opener:** A one-liner that works as a subject line, LinkedIn DM opener, or cold intro.
- 



# PROMPT 15: CREATE THREE HYPER-SHORT ICEBREAKERS BASED ON THEIR ACTUAL WORK

🕒 TIME SAVER    💬 CANDIDATE-FRIENDLY    🔴 BS DETECTOR



## 🔍 Use Case

Use this prompt when you want to cut through inbox noise and show candidates you've actually read their work. These icebreakers are perfect for subject lines, DMs, or opening lines in cold emails, customized and short enough to earn a reply.

### Inputs:

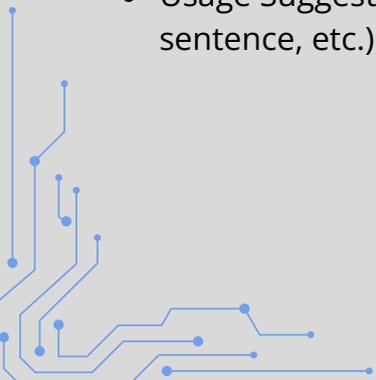
- 3-5 bullets or highlights from the candidate's resume, portfolio, GitHub, or LinkedIn
- Role or project context (optional)

### Prompt:

Review the candidate's recent work or public profile and write three short icebreakers that reference what they've actually done. Keep each one under 15 words, make it feel personal, and avoid vague compliments. Aim for something a high-performing peer would say, not a recruiter template.

### Output:

Return the following:

- 3 Custom Icebreakers: Short, punchy lines referencing specific work (e.g., "Your repo on async caching is 🔥.")
  - Tone Guide: 1-2 sentences on the tone used (e.g., peer-to-peer, curious, informal, etc.)
  - Usage Suggestions: Quick guidance on where to use each one (subject line, DM, intro sentence, etc.)
- 



# SECTION 4. FULL-CYCLE RECRUITERS WHO NEED FRICTIONLESS SCREENING

These prompts help recruiters make faster, cleaner decisions without drowning in resumes or losing nuance. Perfect for high-volume days or tight deadlines.

## PROMPT 9: SUMMARIZE THIS RESUME IN THREE LINES AND TELL ME IF IT'S WORTH A CALL

🕒 TIME SAVER   ● BS DETECTOR   🔄 ALIGNMENT



### 🔍 Use Case

Use this when you're screening fast and need to make confident early decisions. It helps you distill a resume to its core value, cut through fluff, and quickly assess whether the candidate is worth moving forward.

Inputs:

- Resume text or PDF
- Must-have criteria for the role
- Role title and level (optional)

Prompt:

Summarize this resume in three concise lines that capture the candidate's core experience, standout skills, and relevance to the role. Then, give a clear yes or no recommendation on whether it's worth a screening call, plus a 1-line rationale. Ignore filler, formatting, or fluff. Focus on substance.

Output:

Return the following:

- 3-Line Summary: Clear summary covering experience, strengths, and fit, without buzzwords.
- Call Recommendation: "Yes" or "No" on whether to move forward.
- 1-Line Justification: Direct explanation (e.g., "Missing core tech stack; senior in title only.")

# PROMPT 10: TURN THIS JOB DESCRIPTION INTO A 10-SECOND CANDIDATE PITCH

🕒 TIME SAVER    💬 CANDIDATE-FRIENDLY    🎯 ALIGNMENT

## 🔍 Use Case

Use this prompt when job descriptions are too long or jargon-heavy for real conversations. This helps you distill the key elements into a clear, engaging 10-second pitch that sparks interest and is easy to deliver in messages, emails, or live calls.

### Inputs:

- Full internal job description or notes
- Key hooks (team mission, product impact, growth, tech stack, etc.)
- Ideal candidate profile (optional)

### Prompt:

Rewrite this job description as a 10-second pitch for a candidate. Focus on impact, team, and why it's worth their time, not responsibilities or HR jargon. Use conversational language that a recruiter or hiring manager could say naturally in a quick intro or voicemail.

### Output:

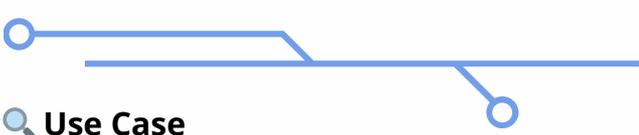
Return the following:

- 10-Second Pitch: A 2–3 sentence version of the JD that feels crisp, human, and relevant to the candidate.
- Key Hook Highlighted: Call out the one detail most likely to grab attention (e.g., “reporting directly to the CTO,” or “building tools used by millions”).
- Optional Variations: If relevant, provide two tone options (e.g., “casual” and “executive” versions) for different types of candidates.



## PROMPT 11: REWRITE THIS JD AS IF IT WERE WRITTEN BY THE TEAM'S TOP PERFORMER

● BS DETECTOR    💬 CANDIDATE-FRIENDLY    🚫 ALIGNMENT



### 🔍 Use Case

Use this when your job description sounds like it was written by HR instead of someone who's actually done the work. This prompt transforms dry, jargon-heavy JDs into authentic, energizing descriptions that attract real practitioners, not just applicants who match keywords.

#### Inputs:

- Full job description or draft
- Team or project context (e.g., who they'll work with, what they'll build)
- Standout qualities of the current top performer (if known)

#### Prompt:

Rewrite this job description as if it were written by the team's top-performing current employee. Use real practitioner language, focus on what makes the work meaningful, and remove corporate clichés. Make it sound like a smart insider explaining the role to a respected peer, not like an HR form.

#### Output:

Return the following:

- Practitioner-Style JD: A rewritten version of the job description in plainspoken, energizing language that reflects how top talent actually talks about their work.
- Highlight of What Makes This Role Great: 2–3 bullets on what makes the job worth applying to, through the lens of someone doing the work.
- Line-by-Line Tone Shifts (Optional): Show a few before/after examples to demonstrate how the tone was transformed (e.g., "Cross-functional collaboration" → "You'll partner with smart engineers and designers who care about user impact.")



## PROMPT 12: TELL ME THE THREE FASTEST WAYS THE HIRING MANAGER WILL REJECT SOMEONE

🕒 TIME SAVER   ● BS DETECTOR   🔄 ALIGNMENT

### 🔍 Use Case

Use this when you're trying to speed up screening and prevent wasted cycles. This prompt uncovers silent rejection triggers, things the hiring manager may not have clearly communicated, but will use to disqualify candidates instantly.

### Inputs:

- Hiring manager feedback (past or current)
- Rejection patterns or interview notes
- Role priorities or must-haves

### Prompt:

Based on this feedback and role context, list the three fastest reasons a candidate will be rejected, even if it's not explicitly stated. Focus on pattern-based red flags, team fit mismatches, or deal-breaker gaps that have ended interviews early. Keep it blunt and actionable so I can screen more effectively.

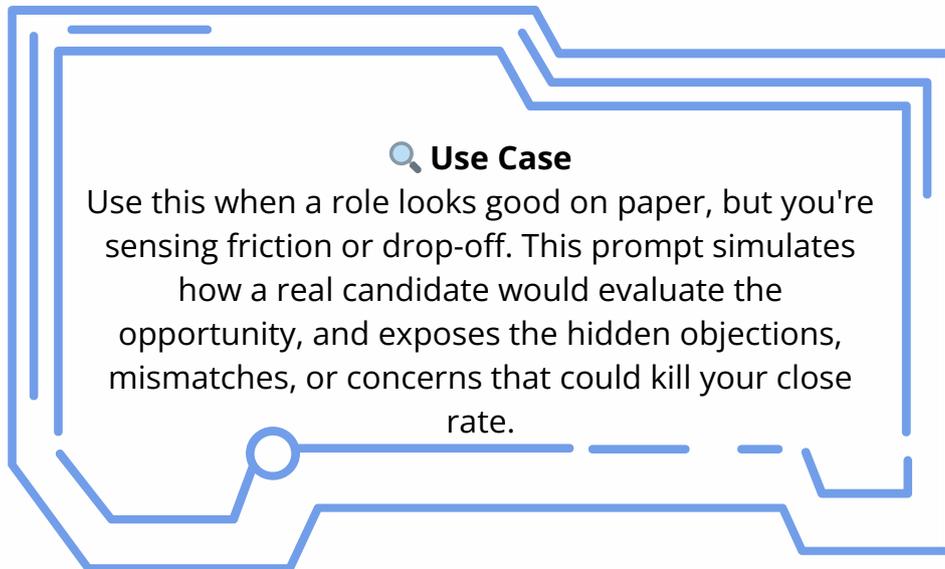
### Output:

Return the following:

- **Top 3 Silent Rejection Triggers:** A list of the most common disqualifiers that derail candidates early, each with a 1-2 sentence explanation.
- **How to Spot Them Early:** Tips on what signals to look for in resumes or screening calls that would trigger these rejections.
- **Suggested Screening Questions:** 2-3 targeted questions to help surface each risk quickly during your first conversation.

# PROMPT 13: ACT AS A CANDIDATE AND LIST EVERY REASON YOU WOULD DECLINE THIS JOB

💬 CANDIDATE-FRIENDLY   ● BS DETECTOR   🚫 ALIGNMENT



## Inputs:

- Job description or offer summary
- Compensation details (if known)
- Team or company context (culture, structure, market perception)
- Candidate level or typical persona

## Prompt:

Act as a well-informed candidate evaluating this job. List every likely reason you might decline the offer, based on how it's described, what's missing, or how it compares to market norms. Focus on realistic deal-breakers, not hypotheticals. Include suggestions on how to preemptively address or reframe these concerns in outreach or interviews.

## Output:

Return the following:

- List of Candidate Objections: 5–7 realistic concerns or red flags that might cause a strong candidate to walk away, each with 1–2 lines of explanation.
- Objection Categories: Label each objection (e.g., Compensation, Market Fit, Team Dynamics, Clarity, Role Scope).
- Suggested Mitigations: Advice on how to pre-close or reposition each concern in messaging, interviews, or offer framing.



# SECTION 5. WHEN HIRING MANAGERS ARE THE PROBLEM

These prompts help decode vague feedback, challenge unrealistic expectations, and create alignment without conflict. They make recruiter–HM relationships healthier and more productive.

## PROMPT 14: REWRITE MY HIRING MANAGER'S FEEDBACK IN PLAIN ENGLISH

🕒 TIME SAVER   ● BS DETECTOR   🔄 ALIGNMENT



Use this when a hiring manager gives vague, emotional, or overly coded feedback. This prompt helps you translate unclear language into neutral, actionable insights so you can adjust your search quickly without second-guessing.

Inputs:

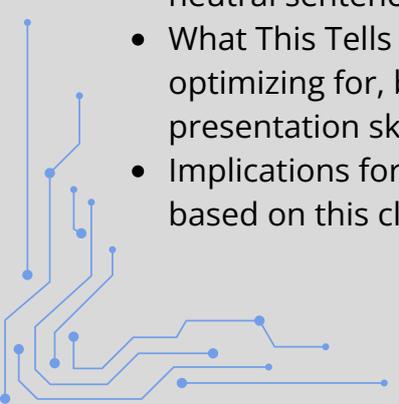
- Raw hiring manager feedback (email, notes, or debrief)
- Current search criteria or candidate submitted
- Any patterns in previous feedback (optional)

Prompt:

Translate this hiring manager feedback into plain English that's clear, neutral, and useful for refining the search. Strip out emotion, filler, or vague phrases. Clarify what the manager actually meant, and what changes should be made to the candidate profile or outreach strategy.

Output:

Return the following:

- Plain English Translation: A cleaned-up version of the original feedback in 2–4 clear, neutral sentences.
  - What This Tells Us About Priorities: A short list of what the manager is actually optimizing for, based on tone and content (e.g., prefers pedigree, needs strong presentation skills, etc.).
  - Implications for Next Steps: Specific adjustments to sourcing, screening, or messaging based on this clarified feedback.
- 

# PROMPT 15: TURN THIS INTAKE CALL INTO A SET OF PUSH-BACK QUESTIONS

● BS DETECTOR    🗑️ ALIGNMENT    ⌚ TIME SAVER

## 🔍 Use Case

Use this after an intake call that felt vague, bloated, or filled with contradictions. This prompt helps you identify unclear or unrealistic expectations and arms you with professional, data-backed questions to challenge them, before they cost you cycles.

### Inputs:

- Intake notes or transcript
- Role summary or JD (if available)
- Any early concerns about scope, level, or timeline

### Prompt:

Review these intake notes and generate a list of direct, professional push-back questions I can ask the hiring manager. Highlight contradictions, unrealistic expectations, or missing clarity, and help me clarify what truly matters for this search. Make the tone firm but collaborative, designed to build alignment, not create conflict.

### Output:

Return the following:

- Push-Back Questions List: 5-7 thoughtful, pointed questions based on contradictions, missing info, or risky assumptions in the intake.
- What Each Question Uncovers: A short note under each question explaining what it's designed to clarify, reset, or protect against.
- Optional Framing Language: Provide one or two openers I can use to introduce the questions without sounding confrontational.



# PROMPT 16: CREATE A SCRIPT TO PUSH BACK WHEN THE MANAGER WANTS A PURPLE SQUIRREL

● BS DETECTOR    ⚠️ ALIGNMENT    ⌚ TIME SAVER



## 🔍 Use Case

Use this when a hiring manager insists on an impossible combination of skills, experience, or speed. This prompt helps you respond with market-informed logic and protect your credibility, without damaging the relationship.

### Inputs:

- Hiring manager's wishlist or job post
- Market data or known talent constraints
- Team context or urgency

### Prompt:

Write a professional, data-informed script I can use to push back on an unrealistic candidate wishlist. Help me explain why the current expectations are misaligned with market reality, and offer a more achievable plan. The tone should be respectful, confident, and focused on solving the problem, not just saying "no."

### Output:

Return the following:

- Pushback Script: A short script (2–3 paragraphs or talking points) I can use in a conversation or follow-up email.
- Reframe Options: Suggestions for how to adjust scope, level, compensation, or timeline to make the role fillable.
- Tone Tips: A quick note on how to keep the tone collaborative, especially if the manager is senior, frustrated, or unfamiliar with the market.

# SECTION 6. OFFERS, REJECTIONS, & CANDIDATE COMMS

These prompts create clarity, reduce back-and-forth, and help you set boundaries kindly but firmly. Perfect for speed and consistency.

## PROMPT 17: REWRITE THIS OFFER EMAIL TO REMOVE FLUFF AND SOUND CONFIDENT

💬 CANDIDATE-FRIENDLY ⌚ TIME SAVER 🔴 BS DETECTOR



### 🔍 Use Case

Use this when your offer emails feel tentative, overly formal, or bloated. This prompt helps you project confidence, reduce second-guessing, and clearly reinforce why the offer matters, without sounding pushy or desperate.

### Inputs:

- Original offer email draft
- Offer details (title, salary, start date, etc.)
- Key selling points or team highlights

### Prompt:

Rewrite this offer email to sound clear, confident, and candidate-focused, without fluff or filler. Keep the tone warm but assured. Make the offer feel like an opportunity worth accepting, not something we're trying to sell too hard. Avoid clichés, overselling, or language that sounds like we expect a negotiation.

### Output:

Return the following:

- **Rewritten Offer Email:** A concise, confident message that highlights value, confirms next steps, and closes strong.
- **Tone Adjustment Notes:** 2–3 bullets on how the tone was shifted and why (e.g., “removed tentative phrases,” “led with clarity”).
- **Optional Subject Line:** A polished, direct subject line that reflects clarity and enthusiasm without sounding canned.

# PROMPT 18: TURN THIS REJECTION INTO A TEMPLATE THAT PREVENTS ARGUMENTATIVE FOLLOW-UPS

💬 CANDIDATE-FRIENDLY   ● BS DETECTOR   ⌚ TIME SAVER

## 🔍 Use Case

Use this when you need to reject a candidate kindly but decisively. This prompt helps you write a respectful and firm message that leaves no room for debate, second-guessing, or prolonged back-and-forth, while still protecting the candidate's dignity.

## Inputs:

- Rejection reason(s) (general or specific)
- Candidate stage (e.g., post-interview, pre-offer)
- Any sensitivities (e.g., internal referral, silver medalist)

## Prompt:

Write a rejection email that is clear, polite, and final, designed to close the loop without opening a conversation. The tone should be kind but confident, with no vague encouragement that could invite pushback or debate. This message should protect my time while preserving the candidate experience.

## Output:

Return the following:

- Rejection Template: A short, respectful message that clearly communicates the decision without ambiguity.
- Tone Guardrails: 2-3 bullets explaining how the message avoids re-engagement or argument (e.g., "removed overly encouraging phrases").
- Optional Line for Silver Medalists: One line you can add if you want to keep the door open slightly, but still maintain boundaries.



# PROMPT 19: DRAFT A CANDIDATE UPDATE THAT TELLS THE TRUTH WITHOUT SOUNDING CHAOTIC

💬 CANDIDATE-FRIENDLY ⌚ TIME SAVER 🔴 BS DETECTOR



## 🔍 Use Case

Use this when things are delayed internally, approvals are stuck, interviews rescheduled, or decisions postponed, and you need to update a candidate without sounding disorganized or unreliable. This prompt helps you maintain transparency while keeping the tone calm and professional.

### Inputs:

- Current stage in the process
- Reason for the delay (high-level)
- Estimated timeline (if known)
- Candidate's level or personality (optional)

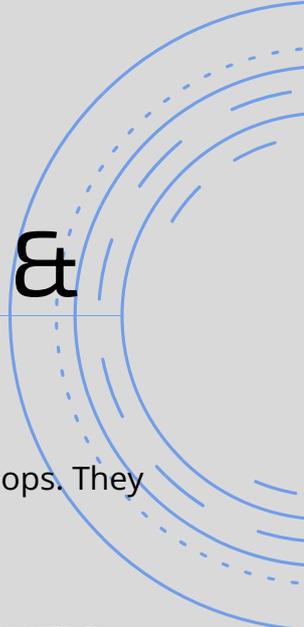
### Prompt:

Write a candidate update that's honest, steady, and professional, even though we're experiencing internal delays or uncertainty. Avoid sounding chaotic or vague. Keep the tone composed and respectful, and give the candidate a realistic next step or check-in point to reduce anxiety. This message should buy time without damaging trust.

### Output:

Return the following:

- **Candidate Update Message:** A brief, composed message that acknowledges the delay, maintains trust, and gives a clear next step or follow-up date.
- **Tone Notes:** 2-3 bullets explaining how the message balances honesty with professionalism (e.g., "acknowledges delay without over-explaining").
- **Optional Add-on for High-Priority Candidates:** A one-liner to reassure strong candidates you're still actively advocating for them.



# SECTION 7. OPS, COORDINATION & CHAOS MANAGEMENT

These prompts tame the complexity of calendars, instructions, and feedback loops. They significantly reduce administrative burnout.

## PROMPT 20: TURN CONFLICTING CALENDARS INTO THE SIMPLEST POSSIBLE INTERVIEW SCHEDULE

🕒 TIME SAVER   ● BS DETECTOR   🔄 ALIGNMENT



### 🔍 Use Case

Use this when you're juggling multiple calendars, availability windows, and candidate constraints. This prompt helps you cut through chaos and create the cleanest, most efficient schedule, so interviews move forward without friction.

### Inputs:

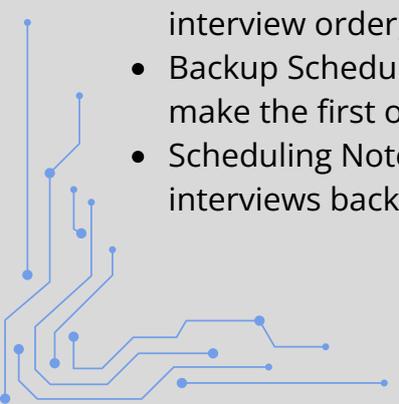
- Candidate availability (times, time zone, any constraints)
- Interviewer availability (screenshots, notes, or time blocks)
- Number of interviews or interview stages required

### Prompt:

Review this candidate and panel availability and recommend the simplest possible interview schedule. Minimize reschedules, context-switching, and downtime. Prioritize logical flow, time efficiency, and ease of coordination. Provide a primary recommendation and a backup plan in case something falls through.

### Output:

Return the following:

- Recommended Interview Schedule: A clean schedule with suggested dates, times, and interview order, optimized for efficiency and availability.
  - Backup Schedule Option: An alternative version in case a panelist or candidate can't make the first option.
  - Scheduling Notes: 2-3 bullets explaining why this format is efficient (e.g., "groups interviews back-to-back," "avoids early mornings for candidate's time zone").
- 



# PROMPT 21: REWRITE THESE INTERVIEW INSTRUCTIONS AT A THIRD-GRADE READING LEVEL

☰ CANDIDATE-FRIENDLY ⌚ TIME SAVER ● BS DETECTOR



## 🔍 Use Case

Use this when your interview instructions are too long, filled with jargon, or causing confusion. This prompt simplifies the language so every candidate understands exactly what to do, where to go, and what to expect, boosting show rates and reducing unnecessary follow-up.

### Inputs:

- Current interview instructions (email, doc, or confirmation template)
- Interview format (onsite, virtual, panel, etc.)
- Any candidate prep or materials required

### Prompt:

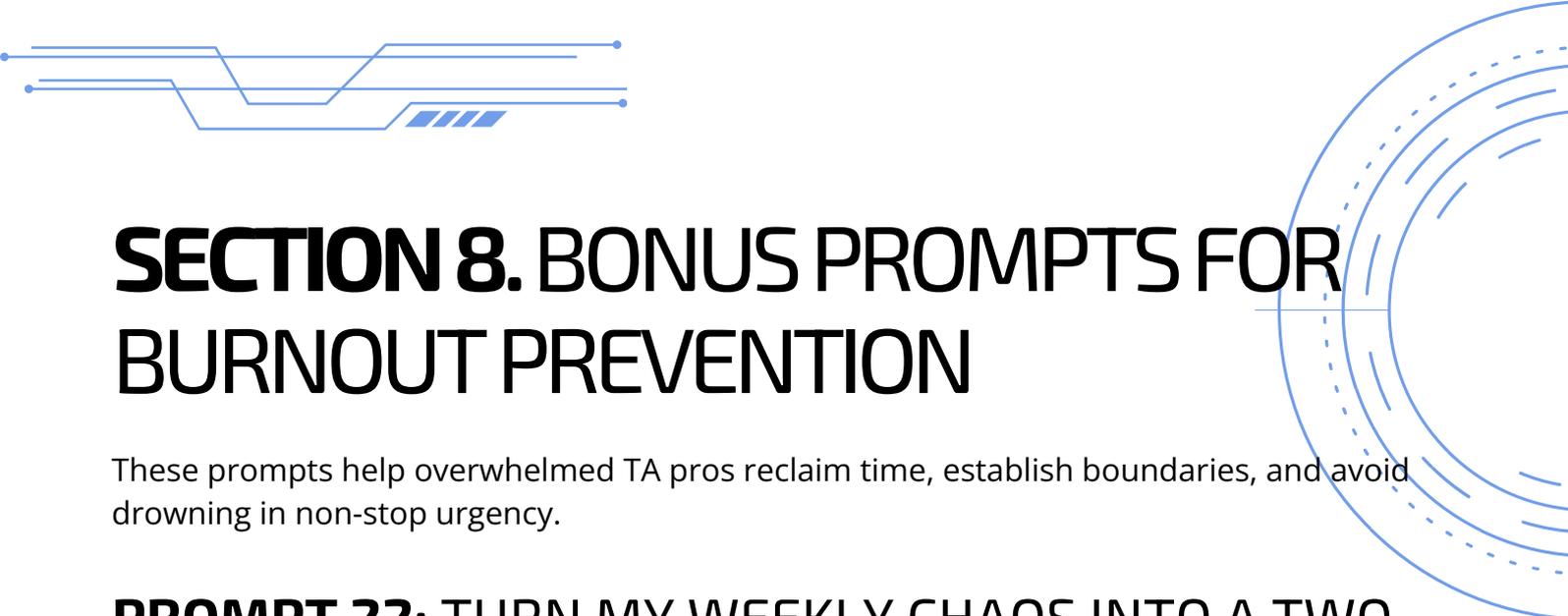
Rewrite these interview instructions using simple, clear language, no jargon, no assumptions. The goal is to make them readable by someone with a third-grade reading level, while still sounding professional. Focus on clarity, action steps, and candidate comfort.

### Output:

Return the following:

- **Simplified Instructions:** A rewritten version of the instructions in easy-to-understand language, clear, step-by-step, and free of jargon.
- **Checklist Summary (Optional):** A bulleted checklist version candidates can skim (e.g., "✅ Bring your laptop. ✅ Click the Zoom link. ✅ Be ready by 10am.")
- **Tone Notes:** 2–3 bullets on how the language was simplified without sounding condescending or overly casual.





# SECTION 8. BONUS PROMPTS FOR BURNOUT PREVENTION

These prompts help overwhelmed TA pros reclaim time, establish boundaries, and avoid drowning in non-stop urgency.

## PROMPT 22: TURN MY WEEKLY CHAOS INTO A TWO-SENTENCE BOUNDARIES SCRIPT

● BS DETECTOR ⌚ TIME SAVER ⚙️ ALIGNMENT



Use this when you're overloaded, dealing with constant pings, shifting priorities, or last-minute asks, and you need to professionally push back or reset expectations with hiring managers. This prompt helps you communicate boundaries in a calm, assertive, and respectful way.

Inputs:

- Summary of your current workload or bottlenecks
- Recurring frustrations or unrealistic asks
- What you need from the hiring manager (e.g., fewer late-stage changes, more lead time)

Prompt:

Turn this messy, chaotic week into a polished two-sentence boundaries script I can use to realign with a hiring manager. It should acknowledge the urgency, but set limits that protect my time and capacity, without sounding defensive or passive-aggressive. Make it sound confident, calm, and professional enough for Slack, email, or a quick meeting.

Output:

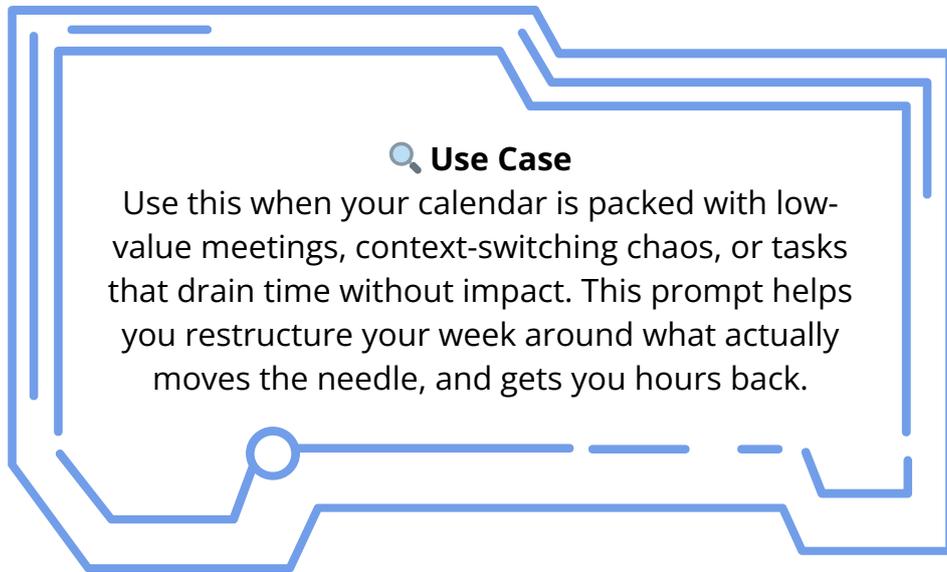
Return the following:

- Two-Sentence Boundaries Script: A professional message that sets expectations clearly and respectfully (e.g., "To move quickly, I'll need final feedback by Friday, otherwise we risk losing momentum.")
- Tone Notes: 2-3 bullets on how the tone avoids conflict while still reinforcing your limits.
- Optional Follow-Up Line: One sentence you can use to offer next steps or reset collaboration (e.g., "Happy to revisit the search strategy next week if priorities have shifted.")



## PROMPT 23: REWRITE MY CALENDAR TO GIVE ME BACK FIVE HOURS PER WEEK

● BS DETECTOR   ● ALIGNMENT   ● TIME SAVER



### Inputs:

- Weekly calendar or recurring meeting list
- Your role priorities and top goals
- Known time drains or meeting frustrations

### Prompt:

Analyze my weekly calendar and help me reclaim five hours by removing or reorganizing meetings and tasks. Identify low-impact, redundant, or misaligned time blocks, and suggest how to either eliminate them or combine them more efficiently. Prioritize focus time, strategic work, and recovery, without creating friction with my team.

### Output:

Return the following:

- **Optimized Calendar Overview:** A redesigned structure of your week that eliminates at least 5 hours of low-value activity.
- **Time-Waster Identification:** List of meetings, habits, or routines to cut, delegate, or restructure, each with a short rationale.
- **Time Recovery Suggestions:** Tips on where to plug in high-value focus time, async updates, or smarter scheduling patterns.



# Recap: What You Now Have

You're holding a battle-tested prompt pack built for real-world talent acquisition, not generic AI hacks.

You've got:

- 30 prompts engineered for clarity, speed, and alignment
- Inputs and outputs that actually reflect how hiring happens
- A way to challenge assumptions, clean up chaos, and communicate with confidence

Whether you're a TA leader, sourcer, or full-cycle recruiter, these prompts are designed to save you hours per week, **reduce friction with hiring managers, and surface stronger candidates faster.**



## HOW TO LEVERAGE THIS IN YOUR DAY-TO-DAY

Here's how top recruiters use this playbook:

- **Before intake calls** → Use prompts to surface red flags and pressure-test unrealistic asks
- **During sourcing** → Strip out buzzwords, find hidden practitioner language, and avoid AI-stuffed resumes
- **While screening** → Speed up decision-making with fit/no-fit summaries and silent rejection triggers
- **With hiring managers** → Use aligned scripts to set boundaries, push back respectfully, and clarify priorities
- **For candidates** → Write human messages, provide honest updates, and simplify the process end-to-end

You don't need to be an AI expert to use this pack. You just need to paste your real inputs, apply the right prompt, and let it work like a co-pilot, **not a crutch.**

## A MESSAGE TO TALENT ACQUISITION LEADERS AND EXPERTS

**AI won't replace great recruiters.** But it will replace the ones who can't adapt.

You are the voice of reason, the market translator, the person who sees both what the business wants and what talent actually values.

Leaning into tools like this allows you to:

- Cut through internal noise
- Show up sharper in every meeting
- And protect your time, your team, and your credibility

When you use AI to elevate your thinking, not just automate tasks, you reinforce your role as a critical business function, not a reactive service.

**This pack is your edge.**

# HOW OVERTURE SUPPORTS OUR TA COMPANIONS

At Overture, we don't just fill seats, we help TA teams build momentum, credibility, and repeatable wins.

We support you by:

- Providing contract talent that sticks, not just resumes
- Helping you avoid hiring mistakes with pre-vetted, proven talent
- Acting as a strategic extension of your TA team, especially when bandwidth or headcount are limited

Whether you're scaling fast, under pressure to reduce churn, or trying to align better with the business, we're in it with you.

## HOW OVERTURE SUPPORTS OUR TA COMPANIONS

**Need help turning strategy into hires?**

Looking for a hiring partner that actually understands your reality?

**LET'S TALK**



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