

Prompt: Design a teambuilding exercise for 15 executives with a theme on working together and not in siloes. Have the lesson be unexpected and not in their face. Plan for the activity to take 15 minutes and not be corny. Make it fun and celebratory.

Teambuilding Exercise: The Circle Challenge

Objective: To promote collaboration and teamwork by breaking down silos and working together to achieve a common goal.

Materials Needed: A large tarp, a small object (such as a ball or beanbag), and a timer.

Instructions:

1. Have the group stand in a circle on the tarp.
2. Place the small object in the center of the tarp.
3. Instruct the group to work together to flip the tarp over, without letting the object fall off.
4. Once the tarp is flipped over, the group must work together to move the object around the circle, using only their feet.
5. The objective is to get the object all the way around the circle, without it falling off the tarp.
6. Set a timer for 15 minutes, and challenge the group to beat their best time.

Tips for Success:

- Encourage communication and collaboration throughout the exercise.
- Focus on celebrating successes and learning from failures.
- Encourage the group to reflect on how the exercise relates to their work and the importance of breaking down silos.

Conclusion:

The Circle Challenge is a fun and unexpected way to promote collaboration and teamwork. By working together to achieve a common goal, the group can break down silos and build stronger relationships. This exercise promotes communication, collaboration, and creativity in a fun and celebratory way.

Prompt: Develop a three-year plan for improving the operational efficiency of a human resources function for a mid-sized company

Three-Year Plan for Improving the Operational Efficiency of Human Resources

Year 1:

1. Review Current Processes: Conduct a comprehensive review of the current HR processes and systems to identify bottlenecks, inefficiencies and areas of improvement.
2. Streamline HR Processes: Simplify and streamline HR processes by introducing technology-based solutions such as employee self-service portals, automated applicant tracking systems and electronic performance management systems.
3. Implement HR Metrics: Develop key HR metrics to track and measure the efficiency and effectiveness of HR operations.
4. Review HR Policies and Procedures: Review and update HR policies and procedures to ensure compliance with current laws, regulations and best practices.
5. Training and Development: Invest in training and development of HR staff to ensure they have the skills and knowledge required to support the company's strategic objectives.

Year 2:

1. Talent Management: Develop and implement a comprehensive talent management strategy to ensure the company attracts and retains top talent.
2. Implement HR Analytics: Use HR analytics to inform HR strategy and decision-making, including talent management, workforce planning and retention strategies.
3. Diversity and Inclusion: Develop and implement diversity and inclusion programs to promote an inclusive and diverse workforce.
4. Employee Wellness: Invest in employee wellness programs to support employee well-being and reduce absenteeism and turnover.
5. Outsourcing: Evaluate the possibility of outsourcing non-core HR functions to free up internal resources and increase operational efficiency.

Year 3:

1. Performance Management: Revamp performance management systems to ensure they align with the company's strategic objectives and are transparent, objective and consistent.
2. Succession Planning: Develop and implement a succession planning program to identify and develop potential leaders within the company.
3. Employer Branding: Develop and promote the company's employer brand to attract top talent.
4. HR Technology: Continuously evaluate and update HR technology solutions to ensure they meet the changing needs of the company.
5. Continuous Improvement: Foster a culture of continuous improvement by regularly reviewing HR processes and systems to identify and implement opportunities for improvement.

Conclusion:

Over the course of three years, the company will see significant improvements in the efficiency and effectiveness of HR operations by implementing this plan. The HR function will be well-positioned to support the company's strategic objectives and attract and retain top talent.

Prompt: Generate an outline for reviewing succession plans with the board of directors.

I. Introduction

- Purpose of the meeting: to review the succession plans for key leadership positions within the company with the board of directors
- Importance of succession planning for ensuring the long-term success and stability of the company

II. Current Succession Plans

- Review of current succession plans for each key leadership position
- Discussion of potential gaps or areas for improvement in current plans
- Review of timeline for implementing current plans

III. Potential Succession Candidates

- Discussion of potential candidates for each key leadership position
- Assessment of each candidate's strengths and weaknesses, and their potential fit for the position
- Review of development plans for potential candidates to ensure they are ready to take on the role when the time comes

IV. Mitigating Risk

- Discussion of potential risks associated with key leadership positions becoming vacant
- Review of contingency plans to mitigate risk and ensure business continuity
- Discussion of potential external hires if internal candidates are not available or not the best fit

V. Board Roles and Responsibilities

- Review of the board's role in overseeing and approving succession plans
- Discussion of the board's involvement in identifying and developing potential candidates for key leadership positions
- Review of the board's role in monitoring and evaluating the effectiveness of the succession planning process

VI. Next Steps

- Discussion of action items and next steps for improving and implementing succession plans
- Assigning responsibilities for completing action items
- Setting a timeline for follow-up meetings to review progress on succession planning

VII. Conclusion

- Summary of key points discussed in the meeting
- Reinforcement of the importance of succession planning for the long-term success of the company
- Closing remarks and next steps.

Prompt: Rewrite the following job description for a LinkedIn posting for an executive vice-president of human resources. Make the job sound exciting. Simplify the language. Have it appeal to dynamic, well-qualified, smart and diverse candidates:

██████████ is powering the world's alternative investment marketplace. Our financial technology platform has transformed how advisors, wealth management firms, asset managers, and banks evaluate and recommend bespoke public and private market strategies for their high-net-worth clients. ██████████ services approximately \$148 billion in global client assets invested in 1,155 funds, as of September 2022.

██████████ has been named to the Forbes Fintech 50 for five consecutive years (2018 – 2022); a back-to-back selection by Forbes to its list of Best Startup Employers; and a two-time winner of MMI/Barron's Solutions Provider award (See link below).

About the Role

██████████ is looking to add a Senior Vice President Human Resources People Partner to our quickly growing People team! This position will report to our Chief People Officer and manage a team of US HR Business Partners responsible for a wide range of people-related activities as well as interaction and consultation with senior leaders, managers, and employees. This role will work closely with all HR functions to provide insight and business context when developing new policies and procedures, rolling out new programs, and building out HR technology. The person who fills this role should have experience leading a high functioning team and possess a entrepreneurial spirit and passion for Human Capital Management.

Our ideal candidate is an HR professional with broad generalist experience who is motivated by complexity and challenges. This person thrives in a global, fast-paced, and dynamic environment where the focus is on how to evolve the HR landscape for our managers and employees. They are a team player willing to assist colleagues whenever necessary and enjoy collaborating and working with global colleagues. Must be comfortable with ambiguity and can make sound choices in complex situations.

In this role, being able to build trusted relationships with managers and employees, as well as effectively coach and influence the business, is vital. They will use data to identify trends, determine the root cause of issues, and help influence and guide managers and leadership with recommendations on how to improve performance, retention, and employee experience. Take initiative in asking (and seek to answer) the question, "How can we do better?" to identify, create, and contribute to the company's business strategy. We do not need this person to know all the answers, but we do expect to work as a team to define the best courses of action. We are a team, and together, we achieve more.

Responsibilities

Be a highly integrated strategic partner; including providing guidance on organizational design, advising leadership about building retention strategies, and helping to continually evolve ██████████ HR approaches.

Assess organizational health and effectiveness on a regular basis and identify opportunities to drive improvements and efficiencies.

Consult with employees on topics ranging from day-to-day questions to advice about career development; the role will assist with Employee Relations and handle sensitive issues.

Consult with managers in support of their individual and team-related needs, HR process support, facilitation of people-related efforts (e.g., performance management, coaching, separations, reorganizations, etc.).

Ability to develop and administer strong employee relations policies as the firm continues to evolve and grow.

Conduct new hire check-ins and exit interviews; synthesize related feedback and provide improvement recommendations to HR and managers. Integrate learnings and observations from across the organization to identify improvement areas and propose solutions for addressing them in policies, programs, and processes.

Support the execution of company-wide annual HR programs and processes, including year-end process preparation, manager support, calibration facilitation (e.g., staff planning, talent reviews, performance management processes, year-end compensation, employee surveys, etc.)

Partner closely with the broader HR team including Total Rewards (Compensation and Benefits), Talent Management, HR Operations, and other functions such as Finance and Legal, across the globe to drive a "one team" mindset

Be a strong contributor on the People Partners Team, bringing organizational insights and creativity to the People function and broader Human Resources team.

Maintain an "open door" where employees and managers are comfortable dropping by any time.

Model and champion, our collaborative and team-oriented culture and possess a dedication to doing the "right thing" for both the employee and the business.

Qualifications

Bachelor's degree in Human Resources, Business Administration, or related field; Graduate degree, SHRM-CP certification or PHR a plus
15+ years of general Human Resources experience with 10+ years of experience managing a team of HRBPs

Able to work in our New York, NY or Greenwich, CT office 4 days per week with the ability to travel to other company offices as needed

Experience working for a global company as well as a growth organization demonstrating adaptability and change management skills; FinTech or Technology industry experience a plus

Experience using data as the basis for programmatic decisions and a very detail-oriented yet flexible approach to problem solving
Able to apply different coaching techniques to various situations; not taking a one-size-fits-all approach
Able to work on individual problems and have a cohesive view across the company at a more strategic level
Have strong communication and relationship building skills to support the team and build trust
Have a thoughtful, data-driven, caring, and direct approach to people and challenges
Work autonomously but are adept at partnering with others and open to feedback
Strong analytical and problem-solving skills with the ability to influence managers and a proven track record of proactively analyzing situations, data, identifying employee needs, troubleshooting, and recommending appropriate solutions through to completion
Possess high-quality employee relations documentation and report preparation
Act with integrity, professionalism, and handle confidential information and issues with discretion and sound judgment
Excellent time management skills with a proven ability to meet deadlines
Expert level experience with MS Excel and PowerPoint
Benefits
Etc...

Chat GPT:

Are you a highly motivated HR professional looking for a new challenge? Then [REDACTED] has the perfect opportunity for you! We are seeking a Senior Vice President Human Resources People Partner to join our rapidly expanding People team. As the world's alternative investment marketplace, we are transforming the way financial professionals evaluate and recommend investment strategies to their clients. Our platform currently services \$148 billion in global client assets, and we have been named to the Forbes Fintech 50 list for five consecutive years.

In this role, you will report to our Chief People Officer and manage a team of US HR Business Partners responsible for a variety of people-related activities. You will work closely with all HR functions to provide insight and context when developing new policies and procedures, rolling out new programs, and building out HR technology. You will also be responsible for building trusted relationships with managers and employees, using data to identify trends and help influence and guide managers and leadership with recommendations on how to improve performance, retention, and employee experience.

Our ideal candidate is an HR professional with broad generalist experience who is motivated by complexity and challenges. They should thrive in a global, fast-paced, and dynamic environment and have a passion for Human Capital Management. They should possess an entrepreneurial spirit and be comfortable with ambiguity, as well as have the ability to make sound choices in complex situations.

If you're excited about the opportunity to help shape and evolve our HR landscape for managers and employees, this is the role for you! You'll be a highly integrated strategic partner, assessing organizational health and effectiveness and identifying opportunities to drive improvements and efficiencies. You'll also be a strong contributor to the People Partners Team, bringing organizational insights and creativity to the People function and broader Human Resources team.

Qualifications for this role include 15+ years of general Human Resources experience with 10+ years of experience managing a team of HRBPs. You should also have strong communication and relationship building skills, possess high-quality employee relations documentation and report preparation, and be able to handle confidential information and issues with discretion and sound judgment.

Join us and become a part of a collaborative and team-oriented culture dedicated to doing the "right thing" for both the employee and the business. We look forward to hearing from you!

Prompt: Write an employee value proposition for a large, home improvement retail chain based in Atlanta

Employee Value Proposition for a Large, Home Improvement Retail Chain based in Atlanta:

Hey there, fellow DIYers and home improvement enthusiasts! Are you looking for a workplace that's just as fun and exciting as your weekend projects? Look no further than our home improvement retail chain based in Atlanta!

We're all about creating a supportive and inclusive environment where our employees feel like they're part of a big, happy family. Here are the top reasons why you'll love being a part of our team:

1. **Get Paid to Do What You Love:** You know that feeling of satisfaction you get when you finish a project and step back to admire your work? Now imagine getting paid to do that every day! As a member of our team, you'll get to help our customers turn their homes into their dream spaces, all while indulging your passion for home improvement.
2. **Opportunities for Growth and Learning:** Whether you're a seasoned pro or just starting out, we're all about helping you grow and develop your skills. We offer a range of training and development programs, including leadership development courses and on-the-job training, to help you reach your full potential.
3. **A Fun and Inclusive Culture:** At our home improvement retail chain, we're all about having fun and making connections with our colleagues and customers. We have a diverse and inclusive workforce and encourage everyone to bring their unique perspectives and ideas to the table.
4. **Benefits that Work for You:** We know that life can be unpredictable, which is why we offer flexible scheduling and a range of benefits, including health insurance, retirement plans, and paid time off. We want you to have the support you need to achieve your personal and professional goals.
5. **A Chance to Give Back:** We believe in making a positive impact on our communities, which is why we encourage our employees to get involved in volunteer opportunities and community outreach programs. You'll get the chance to give back and make a difference in the lives of those around you.

At our home improvement retail chain, we're all about having fun, learning, and growing together. Whether you're a DIY veteran or just starting out, we welcome all home improvement enthusiasts of any age. So what are you waiting for? Come join our family and start building your dream career today!

Prompt: Create a persona for a marketing brand manager in a large retail company based in San Francisco; include desire learning and development goals and career aspirations.

Persona:

Name: Maya Garcia

Age: 34

Gender: Female

Education: Bachelor's Degree in Business Administration

Location: San Francisco Bay Area

Occupation: Brand Manager in a large retail company

Persona Description:

Maya Garcia is a driven and ambitious brand manager who works for a large retail company based in San Francisco. She has been with the company for five years, and during that time, she has gained extensive experience in brand management, marketing, and product development. Her primary responsibilities involve creating and executing brand strategies that increase brand awareness, drive customer engagement, and ultimately, increase sales.

Maya is an analytical and strategic thinker who enjoys working collaboratively with cross-functional teams to develop innovative solutions that solve complex business problems. She is passionate about staying up-to-date with the latest marketing trends and technologies and is constantly seeking new ways to improve her skills and knowledge.

Learning and Development Goals:

Maya's desire to learn and develop her skills is a significant driver in her career. She is committed to growing her expertise in marketing and brand management to become an industry leader. To achieve her goals, she has set the following learning and development objectives:

1. Develop a deeper understanding of consumer behavior and how it relates to brand management.
2. Improve her knowledge of digital marketing channels and how they can be leveraged to enhance brand awareness and customer engagement.
3. Build her leadership and team management skills to become a more effective manager and mentor to her team.
4. Attend industry conferences and seminars to stay current on emerging trends and best practices in brand management.

Career Aspirations:

Maya's career aspirations are centered around growing within her current company and advancing to a senior leadership role. She hopes to use her skills and experience to drive innovation and growth for the organization while serving as a mentor and role model for other marketers. She is committed to developing her skills and building a strong professional network to achieve her career aspirations. Maya's ultimate goal is to become a Chief Marketing Officer (CMO) or CEO of a large retail company.

Prompt: Write a letter to employees informing them of our new return-to-office policy for our Atlanta office that requires being in the office 3 days a week -- on Monday, Wednesday and the day of their choice. Assume smart, motivated, skeptical employees. Emphasize the opportunities for collaboration, networking, mentoring and serendipity. Be empathetic to the commute and remind them of Atlanta mass transit opportunities. Don't oversell, but be firm.

Dear Employees,

We hope this message finds you well. We wanted to reach out to you to inform you of a new return-to-office policy for our Atlanta office. We understand that this may come as a surprise to some of you, but we believe that this new policy will provide opportunities for collaboration, networking, mentoring, and serendipity that cannot be achieved through remote work.

Starting from next month, we will require all employees in the Atlanta office to be present in the office for three days a week, on Monday, Wednesday, and the day of their choice. We know that some of you may be concerned about the commute, but we would like to remind you of the mass transit opportunities that are available in Atlanta. We encourage you to take advantage of them if they make sense for you.

We understand that some of you may be skeptical about the benefits of returning to the office, but we believe that this policy will help to build stronger teams, increase productivity, and foster a more cohesive company culture. We know that some of you have developed effective remote work routines, and we want to assure you that we will do everything we can to make the transition as smooth as possible.

We want to emphasize that we are not overselling the benefits of returning to the office. We understand that there may be challenges in adapting to the new policy, but we believe that the benefits of being in the office will outweigh these challenges.

We want to be empathetic to your concerns, and we welcome any feedback or questions that you may have. Please feel free to reach out to us at any time.

Thank you for your understanding and cooperation as we implement this new policy.

Best regards,

[Your Name]

Prompt: Provide a formula for Excel to calculate % increase in total pay from one year to the next

To calculate the percentage increase in total pay from one year to the next in Excel, you can use the following formula:

$$=((\text{New Value} - \text{Old Value}) / \text{Old Value}) * 100$$

Where:

- New Value is the total pay for the current year
- Old Value is the total pay for the previous year

The formula subtracts the old value from the new value to determine the difference between the two. It then divides that difference by the old value and multiplies the result by 100 to express the change as a percentage.

For example, if an employee's total pay was \$50,000 last year and \$55,000 this year, the formula would be:

$$=((55000-50000)/50000)*100$$

This would return a value of 10%, indicating that the employee's total pay increased by 10% from last year to this year.

Prompt: Explain to a skeptical, smart CEO why the HR function is critical to the firm's competitive advantage. Use unexpected turns of phrase and analogies assuming the CEO has an MBA.

Dear CEO,

As an MBA, you know that business success often boils down to a simple formula: inputs yield outputs. You invest resources, and you expect returns. But have you ever stopped to think about what really powers those inputs? Sure, you have your financial capital, your intellectual property, your supply chain logistics. But what about the most important input of all? What about your people?

Think of your employees as the engine that drives your business forward. Just like a car needs fuel to run, your people need support, development, and motivation to perform at their best. And who is responsible for providing that support, development, and motivation? Your HR function.

The HR function is like the pit crew at a Formula One race. They are the ones who fine-tune the engine, change the tires, and make sure the driver is fueled up and ready to go. Without them, the car might make it around the track, but it won't win any races. Likewise, without HR, your employees might get the job done, but they won't do it as efficiently, effectively, or creatively as they could.

In fact, studies have shown that companies with strong HR practices and cultures have a significant competitive advantage over those that don't. They have higher employee engagement, lower turnover, better customer satisfaction, and stronger financial performance. HR is the secret sauce that can take your business from good to great, from average to exceptional.

So, while it's easy to view HR as a cost center, it's important to remember that it's actually an investment in your most valuable asset: your people. And that investment can pay off in ways that you can't even imagine. So, embrace HR as a critical component of your competitive strategy, and watch your business race ahead of the pack.

Prompt: Summarize the most important changes in US law in the last year that affect human resources

Here are some of the most important changes in US law in the last year that affect human resources:

1. COVID-19 Relief Measures: The American Rescue Plan Act, signed in March 2021, extended tax credits for employers who offer paid sick and family leave for COVID-19-related reasons.

2. Pay Equity: Several states, including Colorado, California, and New York, have implemented new pay equity laws that require employers to disclose pay data, prohibit employers from asking about salary history, and require equal pay for substantially similar work.

3. Diversity, Equity, and Inclusion: In September 2020, Executive Order 13950 prohibited federal contractors from providing certain types of diversity training. However, this order was rescinded in January 2021, and many companies have since implemented new diversity, equity, and inclusion initiatives.

4. Gig Worker Classification: In April 2021, the Department of Labor withdrew a Trump-era rule that made it easier for companies to classify workers as independent contractors rather than employees. This change may make it more difficult for companies to classify gig workers as contractors.

5. Marijuana Legalization: Several states, including New Jersey, New York, and Virginia, have legalized marijuana for recreational or medical use. Employers may need to update their drug testing policies and make accommodations for employees who use medical marijuana.

Prompt: Develop a set of metrics for measuring the performance of human resources

Measuring the performance of human resources can be challenging, but here are some metrics that can be used:

1. Employee Turnover Rate: This metric measures the percentage of employees who leave the company within a given period of time, usually a year. A high turnover rate can indicate problems with the recruitment, retention, or development of employees.

2. Time-to-Fill: This metric measures the time it takes to fill a job opening, from posting the job to hiring a candidate. A long time-to-fill can indicate difficulties in finding and attracting qualified candidates, or problems with the recruitment process.

3. Training and Development: This metric measures the amount of training and development provided to employees, as well as the impact on employee performance and productivity. It can include measures such as the number of training hours per employee, the percentage of employees who receive regular performance feedback, and the number of employees who are promoted or given new responsibilities after completing training.

4. Diversity and Inclusion: This metric measures the diversity of the workforce, including the representation of different genders, races, ethnicities, and other characteristics. It can also measure the effectiveness of diversity and inclusion initiatives, such as the percentage of employees who participate in diversity training, the number of employee resource groups, and the impact of diversity and inclusion on employee engagement and retention.

5. HR Cost per Employee: This metric measures the total cost of the HR function per employee, including salaries, benefits, and overhead costs. It can be used to compare the efficiency of HR operations across different departments or companies.

These are just a few examples of metrics that can be used to measure the performance of human resources. The specific metrics chosen may vary depending on the goals and priorities of the organization.

Prompt: Develop a set of *world-class* metrics for measuring the impact of human resources

Here are some world-class metrics for measuring the impact of human resources:

1. **Employee retention rate:** This metric measures the percentage of employees who stay with the company over a given period of time. A high retention rate indicates that the HR team is doing a good job in creating a positive work environment and addressing the needs and concerns of employees.
2. **Employee engagement score:** This metric measures how engaged and committed employees are to the company and its mission. A high engagement score indicates that the HR team is effective in creating a culture that fosters employee satisfaction and loyalty.
3. **Time-to-fill:** This metric measures the amount of time it takes to fill open positions within the company. A short time-to-fill indicates that the HR team is efficient in sourcing and recruiting top talent.
4. **Diversity and inclusion metrics:** These metrics measure the level of diversity and inclusion within the company, including gender, race, ethnicity, age, and other factors. A diverse and inclusive workforce is critical to creating a positive and innovative work environment.
5. **Cost per hire:** This metric measures the total cost associated with recruiting and hiring new employees. A low cost per hire indicates that the HR team is effective in managing recruitment costs and streamlining the hiring process.
6. **Performance metrics:** These metrics measure employee performance and productivity, including sales revenue per employee, customer satisfaction ratings, and other key performance indicators. A high level of employee performance is a key driver of business success.
7. **Training and development metrics:** These metrics measure the effectiveness of training and development programs, including employee participation rates, skill development, and the impact on business outcomes.

Overall, a world-class HR department should focus on metrics that align with the organization's strategic objectives and provide meaningful insights into the impact of HR programs on business performance.

Prompt: Write an annual performance appraisal for Supriya, the head of compensation. Mention the smooth process for this year's cycle, her collaboration with her peers, her creative solution for finding ways to solve our pay equity considerations and her work with the compensation committee of the board.

Dear Supriya,

I wanted to take a moment to congratulate you on a successful year as Head of Compensation. Your dedication and hard work have been instrumental in ensuring a smooth and effective compensation cycle this year. Your efforts have been particularly noteworthy, given the challenging circumstances that we have all faced.

Your exceptional collaboration with your peers has been a standout quality this year. Your willingness to collaborate and your ability to bring together different teams has been pivotal in achieving our goals. Your efforts in leading the team in finding creative solutions to our pay equity considerations have been particularly appreciated. Your data-driven approach and your attention to detail have been instrumental in ensuring that we remain compliant with all relevant regulations while maintaining a fair and equitable compensation structure for all employees.

Your work with the compensation committee of the board has been outstanding. Your clear and concise reports have been invaluable in helping the committee to make informed decisions about compensation strategy. Your ability to communicate complex issues in simple, understandable terms has been particularly impressive.

Overall, your performance has been exceptional, and your contributions to the organization have been immeasurable. I am confident that your continued dedication and hard work will continue to have a positive impact on the organization, and I look forward to your continued success in the future.

Sincerely,

[Your Name]

Prompt: Write a 90-day performance improvement plan for Chad Simmons, a business analyst, who has been late to work, missed deadlines, and made cynical remarks to his manager.

Dear Chad,

I am writing to inform you that your recent behavior at work has been unacceptable, and it is now affecting your overall performance. As a result, I have developed a 90-day performance improvement plan to help you get back on track.

The plan will consist of the following key areas:

1. Attendance: You will be required to arrive at work on time every day and maintain an attendance record of at least 95% during the next 90 days.
2. Timeliness: You will be required to meet all of your deadlines on time and complete all assigned tasks within the given timeframe.
3. Attitude: You will be required to maintain a positive attitude and refrain from making cynical remarks to your manager or colleagues.

To help you achieve these goals, we will schedule weekly check-ins to review your progress and provide any necessary feedback or coaching.

If you do not show significant improvement in these areas within the next 90 days, further action may be necessary, including termination of your employment.

I am confident that with a concerted effort, you can turn things around and regain your standing as a valued member of our team. Please sign the attached copy of this letter to acknowledge that you have read and understand the terms of this performance improvement plan.

Sincerely,

[Manager's Name]

Prompt: Write a memo to all managers informing them of our new policy that all candidate slates must include at least one interview with diverse candidates

MEMORANDUM

To: All Managers

From: [Your Name], HR Director

Date: [Date]

Subject: New Policy on Diverse Candidate Interview

I am writing to inform you of a new policy that has been implemented in our organization. Effective immediately, all candidate slates for open positions must include at least one interview with diverse candidates.

This policy is in line with our commitment to diversity, equity, and inclusion in the workplace. We believe that a diverse workforce brings new perspectives, ideas, and experiences that can drive innovation and success for our organization.

It is essential that we take proactive measures to ensure that we are hiring the best and brightest candidates from a wide range of backgrounds. Including diverse candidates in the interview process is an important step towards achieving this goal.

As a manager, you are responsible for implementing this policy in your hiring practices. We encourage you to work with your recruiters and HR business partners to identify and attract a diverse pool of candidates for each open position.

If you have any questions or concerns regarding this new policy, please do not hesitate to reach out to your HR business partner.

Thank you for your cooperation in this matter.

Best regards,

[Your Name]

HR Director