

## AI Prompts for HR & Safety Professionals in the General Contracting Industry USA

[www.thehlady.com](http://www.thehlady.com)

Consider using AI to help you find & create information whether starting from scratch or rewriting current materials.

- What are the latest OSHA safety regulations that apply to general contractors in the USA, and how can we ensure compliance?
- Provide a step-by-step guide on how to conduct an internal investigation following an allegation of workplace harassment within a construction company.
- What are the best practices for implementing diversity and inclusion initiatives in a male-dominated industry like general contracting?
- Provide a template for an AI ethics and usage policy suitable for inclusion in an employee handbook, focusing on principles of ethical use, data protection, transparency, and accountability in AI applications within a corporate setting.
- How can we create an effective employee training program on anti-discrimination policies in line with EEOC guidelines for our construction workforce?
- What are the key elements to include in a subcontractor agreement to protect our company from legal liabilities?
- How do we navigate employee accommodation requests under the Americans with Disabilities Act (ADA) in a physically demanding field like construction?
- What strategies can HR in the general contracting business employ to reduce turnover and improve employee retention?
- What are the critical considerations for ensuring compliance with the Fair Labor Standards Act (FLSA) for non-exempt employees in construction? Are there free or low-cost trainings available. Provide resource links.
- Provide guidance on managing union relations and negotiating collective bargaining agreements in the general contracting sector in the USA.
- What are the essential steps for conducting a thorough risk assessment of HR practices in a general contracting firm to avoid legal troubles?
- How can we effectively manage remote or off-site construction teams to ensure they adhere to company policies and project standards?
- What is the process for filing a response to an EEOC charge alleging discrimination or harassment within our construction company?
- How can we develop a comprehensive wellness program that addresses the unique physical and mental health needs of construction workers?
- What are the legal implications of using independent contractors in the general contracting business, and how can we ensure compliance with IRS guidelines?

---

- **VIDEO** <https://youtu.be/R9WxYIZtrdc>

- Create a series of new hire survey questions for week 1, week 2, week 3, week 4, Week 6, week 8, Week 12, 6 months, and 12 months. Focus on everything from the team being prepared for their arrival, to the new hire feeling overwhelmed or not, as well as their ongoing satisfaction. Each series of questions should be 5 questions and can overlap but should be slightly different. The purpose is to ensure the new hire is getting what they need from the company and management team, their intent on staying with the company, and so that we can make changes sooner than later for this new hire or another new hire.

- VIDEO <https://youtu.be/xUfS9-ukbMM>
- Create a full-page policy for my USA general contracting company regarding the use of accrued time off. Employees are required to request time off at least 3 weeks in advance. If employed more than 12 months, an employee can borrow 16 hours of PTO.
  
- VIDEO <https://youtu.be/sxrIOK2hYkU>
- Develop me 3 base SMART Goals to use for the following role
  - Sales manager, 1 goal is to close \$1,250,000 annually, I need help with 2 more goals
  - Customer service rep, ongoing goal of a customer review rating of at least 8 out of 10, I need help with 2 more goals
  - Installation tech, goal of an average of 3 installs per work day, I need help with 2 more goals
  - Administrative assistant, I need help creating 3 goals with this role
  
- VIDEO [https://youtu.be/cN\\_JXaw2adc](https://youtu.be/cN_JXaw2adc)
- What free or low-cost resources are available for my business in my state of Georgia, to develop my employees in their jobs. we are a construction design-build company. Provide websites too
  
- VIDEO: <https://youtu.be/Uqb-5AAO-Eo>
  - I have an employee, Bob, who has been with the company for 6 years. He has been in this role though in my department for 8 months and seems to be struggling with his new role. I have reason to believe he learns slower than others, how can I best coach him? What should I do different?
  
- VIDEO <https://youtu.be/IHvuXbgcp1g>
- Create a job description for a senior project manager in the architectural engineering industry in the USA, they should have 5 years of experience as a PM. Please provide a summary of the role, essential duties, non-essential duties for ADA purposes, a list of required knowledge skills and abilities, mental and physical requirements, and include our company values of respect, trust, and open communication.
  - Create 10 basic pre-screening interview questions (for this role) that an administrative person will conduct, then create 15 detailed technical interview questions that the hiring manager or an expert team will conduct
  - translate the job description and the final questions into spanish for this mexico project

---

#### Additional prompts for HR (General)

- Create training materials for my managers in the USA on the topic of handling conflict between employees. I want to create an hour program. I need content for about 20 powerpoint slides, I also need an agenda which includes why someone would attend and a brief summary of the training.
- Simulate a common workplace conflict between two employees so that I can better manage the conflict and also have them both take responsibility for their behavior. What laws should I be aware of in the USA, specifically in South Carolina and New York
- What is the law regarding paying employees who are out for sick leave?
  - What is the law in SC and NC?

- Create a job description for a senior customer service agent in the construction USA, they should have 5 years of experience at the senior level. Please provide a summary of the role, essential duties, non-essential duties for ADA purposes, a list of required knowledge skills and abilities, and mental and physical requirements, and include our company values of respect, trust, and open communication. Use gender neutral language.
  - Create me 6 questions that job applicants must respond to in order for their resume to be passed on to the hiring team.
  - We are in the New York and have strict policies about criminal records related to theft, we also have strict start dates within 3 weeks of the job offer, finally, we are in person and require all employees to work in person.
- Provide a list of common questions candidates or new hires often have about their first week of work.
- Create an offer letter that is legally compliant for the USA, for an hourly employee. Our company wants to focus on a welcoming environment. We have great benefits; our company pays for most of the health care costs. Also, we want to brag about our diverse, inclusive, and respectful culture.
- I have a new hire in SC USA, what forms does she need to complete by law?
  - What else is suggested to properly onboard her the first few days and also ensure she gets to know the company and her specific position as a project manager in the general contracting industry USA over the first 90 days. Create a checklist in table format.
- Provide a summary of these USA laws: Fair Labor Standards Act (FLSA), Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) and explain how they overlap.
  - Show it in a chart.
- Create a dress code policy for my southern usa workplace. We are casual however still professional. We have office workers and also installation techs in the general contracting industry,
  - Put this in memo format and also a brief summary to be included in an email announcement.
  - Translate this memo and the email announcement into Spanish and French Creole
- I need advice for promoting diversity, equity, and inclusion in the workplace, including strategies for building inclusive teams, preventing discrimination, and addressing unconscious bias.
- Create a checklist to prepare for a meeting with an employee with a bad attitude.
- What are best practices to offboard an employee who is leaving, voluntarily or involuntarily in the usa. Provide a checklist.
- I have hired a Sr HR Director, their resume is below. What short term and long-term type of training will they need in order to be effective in our new remote company that is spread out across the USA? Also, what short term and long-term type of training he will need in order to be effective in our new remote company that is spread out across the USA? Insert (copy and paste resume text, minus name)

John Doe  
Resume

- Professional Summary: Experienced HR Director with a successful track record in mergers and acquisitions, HR technology, and management coaching. SHRM SCP certified with six years of

HR Director experience and three years of experience in mergers and acquisitions. Proven ability to lead and manage HR operations, drive organizational change, and develop and implement effective HR strategies. Skilled in various HR technology platforms and recognized for coaching and mentoring skills. Professional Experience: HR Director ABC Company, Anytown USA January 2017 - Present Lead HR operations, including talent acquisition, performance management, compensation and benefits, employee relations, and compliance. Develop and implement HR strategies aligned with organizational goals and objectives. Manage HR budget and ensure cost-effective HR operations. Drive organizational change and support mergers and acquisitions activities. Enhance HR technology platforms and streamline HR processes to improve efficiency and effectiveness. Provide coaching and mentoring to managers and employees on leadership, performance management, and employee engagement. Ensure compliance with federal and state employment laws and regulations. Foster a positive and inclusive work environment that values diversity and promotes teamwork and collaboration. Mergers and Acquisitions HR Manager DEF Corporation, Anytown USA February 2014 - December 2016 Supported mergers and acquisitions activities, including due diligence, integration planning, and post-merger integration. Developed and implemented HR strategies to support mergers and acquisitions and ensure smooth transitions. Coordinated with various stakeholders, including executives, legal counsel, and external consultants, to ensure successful integration. Conducted HR-related research and analysis to support mergers and acquisitions decisions. Provided guidance and support to HR and business teams on merger and acquisition-related issues. Management Coach GHI Consulting, Anytown USA January 2011 - January 2014 Provided coaching and mentoring to managers and employees on leadership, performance management, and employee engagement. Conducted training sessions on various management topics, including conflict resolution, team building, and communication skills. Developed and implemented coaching programs and tools to support employee development. Conducted assessments and provided feedback to employees on their performance and development needs. Education: Master of Business Administration, Any University, Anytown USA, 2010-2012 Bachelor of Science in Human Resource Management, Any College, Anytown USA, 2006-2010 Certifications: SHRM Senior Certified Professional (SHRM-SCP), Society for Human Resource Management, 2016 Skills: HR strategy development and implementation HR operations management Talent acquisition and retention Performance management Compensation and benefits Employee relations HR technology platforms (e.g., Workday, SAP, Oracle) Mergers and acquisitions Change management Coaching and mentoring Employment law and regulations Diversity and inclusion Leadership and team management References: Available upon request.