COURSE SYLLABUS

AI for HR Professionals (Self-Paced)

Draft job descriptions, interview kits, onboarding plans, feedback and survey briefs with an AI assistant, checking every source and keeping every employment decision with people.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/ai-for-hr-professionals-self-paced



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: Responsible HR workflows

- Choose a bounded HR task
- Classify the data and the consequences
- Recognize a good-looking failure

Module 2: Portable AI workspace

- Build a portable workspace
- Prompt with sources and a testable output
- Control context and verify a fresh run
- Create a verification and revision routine

Module 3: Recruiting and Interviews

- Turn a role brief into defensible job requirements
- Design a structured interview kit
- Repair recruitment errors and test controlled variations
- Complete and submit the role and interview package

Module 4: Onboarding and Policy

- Read a handbook as a controlled source
- Build an onboarding plan with dependencies
- Handle ambiguous and superseded policy questions
- Submit the onboarding and policy communication package

Module 5: Performance Feedback

- Separate observation, inference and unsupported claims
- Draft specific feedback without inventing a rating
- Challenge a polished draft and test evidence controls
- Submit the feedback and manager communication package

Module 6: Survey themes and descriptive analysis

- Define the survey population and check the data
- Code themes without hiding contradictory views
- Expose misleading survey summaries
- Submit the survey findings and follow-up package

Module 7: Integrated HR workflow capstone

- Scope a new integrated HR case
- Produce the integrated workflow and communications
- Verify the pulse survey and challenge the integrated drafts
- Complete and submit the integrated capstone

Module 8: Verification and Handoff

- Audit the portfolio before handoff
- Hand off a portable, bounded workflow