

# 100 HR TIPS TO MASTER CLAUDE



## Cowork Setup

<b>01</b> Download the desktop app. Not the browser.	<b>06</b> One template per deliverable: JD, policy, performance review, offer letter.
<b>02</b> Create a shared folder on your PC called 'COWORK' that you can access from your work phone.	<b>07</b> Name files by what they do, not what they are. "JD-senior-HRBP" beats "Document1-final-v3".
<b>03</b> 3 subfolders: Projects, Templates, Outputs.	<b>08</b> Point Claude at the COWORK folder once. It works from there.
<b>04</b> Drop in your HR + org strategy, HR goals, and policy documents.	<b>09</b> Update the About Me file every quarter. Your role shifts. Claude needs to know.
<b>05</b> Add an "About Me" file: your role with clear responsibilities, your company, your HR stack.	<b>10</b> Keep the folder lean. 20 great files beat 200 mediocre ones.

## Pick the Right Model

<b>11</b> Opus 4.7 + Extended Thinking for complex (workforce) planning and policy drafting.	<b>16</b> If the task has a right answer, use the smallest model that gets there.
<b>12</b> Sonnet = job description edits. Haiku = scanning CVs and policies.	<b>17</b> If the task needs judgment, upgrade the model before you upgrade the prompt.
<b>13</b> The model matters less than the prompt.	<b>18</b> Switch models mid-chat. Ideate and draft with Opus, edit with Sonnet.
<b>14</b> Extended Thinking for anything related to advanced policies.	<b>19</b> Keep Opus usage limits in mind.
<b>15</b> Skip Extended Thinking for drafting emails and meeting notes. It will overcomplicate.	<b>20</b> Split complex tasks into smaller steps for better output.

## Prompting

<b>21</b> Stop writing long prompts. Files > prompts.	<b>26</b> Tell Claude who the output is for. "For the CHRO" and "for line managers" land differently.
<b>22</b> One task per prompt. One. Not five.	<b>27</b> Ask for the output format up front. Table, bullets, memo, Slack message.
<b>23</b> Say "Does NOT sound like" to kill the corporate -AI voice in your comms.	<b>28</b> If the first draft misses, don't start over. Tell it what's wrong.
<b>24</b> Give the task, not the method. Let it figure out the approach.	<b>29</b> "Be critical" beats "be helpful" when you're pressure-testing a decision.
<b>25</b> Show an example of what "good" looks like. Tell > explain.	<b>30</b> Save your 10 best prompts. Reuse them. Upgrade them into skills. Don't reinvent.

## AskUserQuestion Tool

<b>31</b> Start every first prompt with "Start with AskUserQuestion."	<b>36</b> Use it for policy writing. It asks about jurisdiction, audience, tone.
<b>32</b> Claude builds you a clickable form. Click your answers.	<b>37</b> Use it when a stakeholder hands you a vague brief. Let Claude narrow it.
<b>33</b> It asks the right questions so you don't have to spec every detail.	<b>38</b> Skip it for tasks you've done 50 times. You already know the spec.
<b>34</b> If the direction is wrong, say so. It rebuilds instantly.	<b>39</b> Works best with Opus. The questions are sharper.
<b>35</b> Use it for JD drafting. It asks about level, scope, must-haves.	<b>40</b> BUT a complete prompts always beats AskUserQuestion.

## Connectors

<b>41</b> Settings → Connectors → Browse → Add.	<b>46</b> Most enterprise connections are still being built — this will only get better
<b>42</b> Start with Atlassian, SharePoint, or Drive. That's where your HR policies already live.	<b>47</b> Connect Gmail for drafting responses in your voice. It reads your sent folder.
<b>43</b> Connect Slack, Microsoft 365, Miro, Gmail.	<b>48</b> Connect Notion if your people ops playbook lives there.
<b>44</b> Free on all plans. No extra cost.	<b>49</b> Disconnect what you don't use. Fewer surfaces, cleaner context.
<b>45</b> Claude reads your actual files. No more exporting and re-uploading.	<b>50</b> Be deliberate about what Claude can see. Permissions matter in HR.

## The HR Plugin

<b>51</b> Cowork → Customize → Browse → Install.	<b>56</b> Policy plugin: still get legal review. Plugins draft, you edit, lawyers approve.
<b>52</b> Pick the HR plugin. Compensation benchmarking, policy drafting, job architecture.	<b>57</b> JD plugin: feed it your leveling framework, competency framework, similar jobs.
<b>53</b> Type "/hr" to trigger any plugin command instantly.	<b>58</b> Build an internal plugin for your competency model. Once. Reuse forever.
<b>54</b> Customize to match your company voice and EVP.	<b>59</b> Read the detailed skills, most of the skills are a first draft, not production-ready.
<b>55</b> Comp benchmarking plugin: verify the sources. More input = better benchmark.	<b>60</b> Duplicate plugin skills to improve them and share them with the team.

## Claude in Excel

<b>61</b> Install "Claude by Anthropic" from the Microsoft Marketplace.	<b>66</b> Ask it to explain what a predecessor built. Saves days of reverse-engineering.
<b>62</b> It reads every tab. Explains headcount formulas in plain English.	<b>67</b> Use it for attrition analysis. It spots patterns across tabs.
<b>63</b> Drop a PDF salary survey in. Claude extracts the tables for you.	<b>68</b> Never paste sensitive pay data into the web chat. Use a paid corporate account.
<b>64</b> No macros. Claude highlights every cell it touches.	<b>69</b> Always double-check the math on anything that changes a paycheck.
<b>65</b> Use it to audit comp bands. It'll flag outliers you missed.	<b>70</b> Treat it as a junior analyst. Fast, capable, still needs review.

## Claude Skills

<b>71</b> Skills are reusable instructions Claude loads on demand. Build once, trigger forever.	<b>76</b> Put your leveling framework, tone rules, and must-include clauses inside the skill.
<b>72</b> Install from the skill library or write your own. No code required for most.	<b>77</b> One skill per job. Don't build a mega-skill that does everything badly.
<b>73</b> Name the skill for the job, not the tool. "comp-band-analysis" beats "my-skill-v2".	<b>78</b> Test the trigger. Ask a fresh question and see if Claude picks the right skill unprompted.
<b>74</b> The description field is everything. It's how Claude knows when to trigger the skill.	<b>79</b> Share skills across your HR team. Consistency beats individual cleverness.
<b>75</b> Write skills for tasks you repeat weekly: JD drafting, inbox cleaning, policy reviews.	<b>80</b> Version your skills like policies. Date them. Review quarterly. Retire the stale ones.

## Artifacts

<b>81</b> Headcount dashboards, attrition trackers, comp models — inside the chat.	<b>86</b> Build a quick interactive calculator when a stakeholder asks "what if."
<b>82</b> They work automatically in Cowork.	<b>87</b> Use them to visualize survey data before you write the exec summary.
<b>83</b> Preview before you export. Edit it live. Then copy.	<b>88</b> Only share confidential Artifacts within your team plan. Never publicly.
<b>84</b> Share with non-Claude colleagues through the share button.	<b>89</b> Iterate inside the Artifact. Don't restart the conversation.
<b>85</b> Use Artifacts for one-pagers to the CHRO. They land better than slides.	<b>90</b> Save the best Artifacts as templates. Reuse beats rebuild.

## Advanced Mastery

<b>91</b> Keep your files under 200 lines. Shorter is better.	<b>96</b> Don't let Claude make any decisions with consequences — you're in charge and responsible.
<b>92</b> Avoid AI slop. Just... don't.	<b>97</b> Always have a human in the loop for anything an employee or colleague will read.
<b>93</b> Review every output critically.	<b>98</b> Document your prompts like you document your processes. They're IP now.
<b>94</b> Claude does 80% of the busywork. You do the 20% that needs judgment.	<b>99</b> If an output feels generic, it is. Rewrite the brief, not the output.
<b>95</b> Never let Claude make a termination, promotion, or hire decision. Ever.	<b>100</b> Teach your team to spot AI voice. It's the new plagiarism.