

AI Activity

Directions

1. If you do not already have a ChatGPT or Gemini account, set one up. We will be checking in with tables to help those who need it.
2. **Position Summary:** Write a position summary, following the guidance in our demo.
 - a. **Use this prompt:** Write three to four sentences describing [A POSITION SELECTED BY YOUR TABLE].
 - b. When you see the results, look at various versions and see which you prefer.
3. Next, let's give the tool a workout. Just be polite!
 - a. **Use this prompt:** Thank you.
 - b. What will you do next? If you're stumped, move on to the next step!
4. **Position Summary Refinement:** Now, we'll go back and refine the results of the position summary.
 - a. **Use this prompt:** Write three to four sentences describing [INSERT YOUR SELECTED POSITION] using inclusive language and avoiding gender, racial, disability, or other bias.
 - b. Assess the results. Would you make any changes?
5. **Job Description Refinement:** Let's write or further refine your job description.
 - a. **Use this prompt:** Please write the position description for [INSERT YOUR SELECTED POSITION] in a school district. Begin with a 4-sentence position summary. Itemize 10 tasks, 3 technology skills, and 10 detailed work activities from here: <https://www.onetonline.org> [GIVE LINK SPECIFIC TO YOUR SELECTED POSITION]. Finish with an Equal Employment Opportunity Statement.
 - b. Assess the results. What would you change?
6. **Experiment:**
 - a. Edit your last prompt to make the ask even more specific.
 - i. Use the same prompt as in 5a, but copy and paste tasks, skills, and work activities from O*NET into the prompt and get more specific.
 - ii. Assess the results. Anything to change?
 - b. Try generating your own prompt to write an email message to a candidate, create a performance task for a specific position, or generate interview questions.