

How To Set Up ChatGPT in 60 Seconds

July 19, 2023



How ChatGPT Can Help HR Professionals

Think back to the time you switched from a flip phone to a smartphone. Consider how HR was done before and after google-search was available. The artificial intelligence revolution has just begun and ChatGPT is changing the way HR work gets done. The sooner you try it, the sooner you'll benefit from it.

This article is intended for non-technical HR professionals who would like to try ChatGPT, and could use a quick guide to get started. I hope this helps improve your day-to-day HR service delivery.

The ChatGPT setup process is much like creating a gmail or a consumer shopper account (e.g. Target.com account). It's free to use (just like gmail) and no credit card or payment details are required.

1. Go to chat.openai.com and log in or register.

The setup starts on the chat.openai.com website. Simply use your email address, Google account or Microsoft account to sign up. Note: the system requires a valid phone number for the setup. The account setup is free (no payment details are needed).

2. Accept the disclaimers

The fine print will need to be accepted before you can try the AI chatbot. The process is very quick, prompting you to click 'Next' and 'Done' through 2-3 short screen windows.

3. Give ChatGPT a try!

Once you have your account setup and you are logged in, you can start using ChatGPT. Jump right in! There is a text entry box at the bottom of the screen labeled 'send a message'. This is where you enter your questions (aka prompts). I believe the best way to start with ChatGPT is to use it just like you would use the search bar in google. Simply type in a question or prompt, and press enter to submit.

That said, the many ways ChatGPT can help HR professionals is still being figured out and the possibilities are literally endless. Here are a few quick things I asked ChatGPT related to HR that may give you ideas:

1. *"Write me a job description for a business analyst role".*
2. *"Provide a list of relevant skills for a Java Developer. "*
3. *"Write me an EEO statement"*
4. *"Provide 20 interview questions for a Senior Account role."*

The AI bot will provide responses to your questions above the text bar. For compliance and customization purposes I always review the results and customize them. You now have a new skill– We wish you all the best optimizing the new technology for improving your work!

Was this helpful? If so, please [follow us on LinkedIn](#) for more updates and to support our growing brand!

MoshJD is a powerful and cost effective software to manage your job descriptions and job title catalog. Designed for lean HR teams to easily update, create, and collaborate on job descriptions for improved HR, recruiting and compensation service delivery. Start aligning your job descriptions with reality today at www.moshjd.com .