

## General Tips for Managers Using AI Effectively

### Keep prompts high-level

Avoid including names, sensitive data, personnel issues, or confidential incidents.

### Use your notes and your employee's self-appraisals as input

AI can transform bullet points into organized narratives.

### Ask AI to adjust tone or length

#### Examples:

- "Make this more concise."
- "Use a neutral, objective tone."

### Request variations

#### Ask AI to generate:

- A shorter version
- A more formal version
- A version aligned with institutional goals

### Always personalize the final evaluation

AI drafts: you provide the accuracy, context, and judgment.