

THE HEIST — YOUR PLAYBOOK

SF Recruitment AI Day · 8 July 2026 · your keep-forever reference guide

Two jobs you can pull

The time-back job	Take back the hours admin steals every week. Automate or speed up something laborious so you get time returned to spend on clients and candidates.
The big score	Use AI to make something <i>better</i> and win — a sharper pitch, a faster placement, a candidate summary that lands the client. Add value, make more money.

Pick one per job. Everything else in this guide helps you pull it off.

The rules of the heist

1 · GDPR always Never put real candidate or client personal data into any AI tool. Anonymise: swap names for roles ('a senior FC candidate'), remove contact details, generalise anything identifying.
2 · Company tools only Work happens in SF-provided accounts (your team's ChatGPT, or Claude for back office) — not personal accounts.
3 · Humans decide AI can support shortlisting and screening, but a human makes the final call on any decision about a person. Non-negotiable — it's the law as well as the policy.

The ladder — five rungs

Every workflow climbs the same rungs. Most people live on rungs 1–2. Today is about reaching Teach it and Skills. The top rung is where prototypes become the real thing.

5 · Automate it agents	Agents connected to your tools (calendar, email, CRM) run the whole workflow for you — and keep going when you're not there. ChatGPT Workspace Agents and Claude's agent tools both do this now. The horizon (and Steve's pipeline).
4 · Skills package your way of working	Instructions + templates (even scripts) the AI applies <i>automatically</i> whenever the task comes up — nothing to open. You've used them already: when it builds you a Word doc or spreadsheet, that's a pre-built Skill. Custom Skills capture 'the SF way' and get shared with the team.
3 · Teach it Projects / Custom GPTs	A workspace loaded with your knowledge, examples and house style that you open when you need it. Written once, used by the whole team.
2 · Save it reusable prompt	A prompt you've refined until it works every time, kept somewhere you can find it. Written once, used weekly.
1 · Ask it chat	A one-off question, an answer, done. Useful — but nothing compounds.

The difference between rung 3 and rung 4: a Project is a room you walk into; a Skill is an instinct the AI reaches for whenever the task shows up.

Why the ladder matters: compounding. Rung 1 is *spending* AI — one answer, then it's gone. Everything above it is *investing*: build something once and it pays you back every time; pour the hours you save into the work that actually makes you money. That's the whole game — stop spending AI on one-off tasks, start compounding it.

How to prompt — the only framework you need

Weak prompts get generic answers. Strong prompts have four parts:

ROLE	Who should it be? <i>"You are an experienced finance recruitment consultant writing for time-poor FDs."</i>
CONTEXT	What does it need to know? Paste the source material — the client call notes, the messy CV, the old report.
TASK + FORMAT	What exactly do you want, in what shape? <i>"Write a 250-word job advert with a headline, three bullet selling points, and a call to action."</i>
EXAMPLE	Show it one 'good' example of the output you want. This is the single biggest quality upgrade available.

Then iterate: the first answer is a draft, not the deal. Say what's wrong ('too formal', 'shorter', 'more specific about the temp market') and go again. Two good follow-ups beat ten perfect first attempts. And if you're not sure what it needs — ask it to ask *you* questions first.

The hackathon framework — how to pull a job

This is the process your crew runs this afternoon. It also works on *any* problem after today — keep it.

1 • Case the joint the Teardown	Don't guess what to build — tear your work down and find the target. Three steps (worksheet provided): Isolate: list every task — map your deal/candidate journey, or dump last week's calendar. AI can break it up for you. Ideate: tag each task — time-back or big-score, how often, and the key question: <i>can AI actually do this well today?</i> (drafting and summarising, yes; nuanced judgment and verified facts, careful). Rank: plot each on value against how easily AI can do it. Top-right — high value, very do-able — is your low-hanging fruit. That's your target.
2 • Plan the job Disney ideation	Walt Disney's method — three ways of thinking, done one at a time. The trick is not to mix them (don't let the Critic kill ideas while you're still Dreaming): Dreamer: if this were solved perfectly, what would it look like? No limits. Realist: how would we build a rough version <i>today</i> , with our tools? This is your MVP — the smallest thing that proves it. Critic: what breaks it? Does it touch the rules (real data? a human decision)? Fix those, then build.
3 • Pull the job build the MVP	Build the proof, not the product . The smallest working thing that shows the value — a prompt that nails it every time, a Custom GPT or Project loaded with your house style, a Skill that packages the workflow, or a rough automation. It doesn't need to be finished. It needs to work well enough to believe. If your idea is genuinely reusable, build it as a Skill or Custom GPT — that's the form that survives past today.
4 • The getaway pitch in 60 seconds	60 seconds, one driver, four beats: the target (what it steals / what you win) → the job (what you built) → the getaway (show it live, fast) → the win (hours back per week, or the value added). The clock is the discipline — if you can't say it in 60 seconds, you don't know what you built yet.

Warm-up: Gandalf

Before the hackathon we'll play **Gandalf** (gandalf.lakera.ai) — a game where you try to trick an AI into revealing a secret password, getting harder each level. It's a fast way to get confident at wording prompts creatively — and a sharp reminder that AI will do what you ask even when it shouldn't, which is exactly why *you* stay in charge of the data and the decisions.

Starter prompts — recruitment consultants

Copy, adapt, make them yours. Every one of these follows the framework. All examples assume anonymised data.

Job advert from client call notes

You are a senior recruitment consultant who writes job adverts that make strong candidates stop scrolling. Below are my rough notes from a client call. Write a 250-word job advert: punchy headline, one-line hook, three bullet selling points, salary/benefits line, call to action. Tone: direct, no clichés ('dynamic', 'fast-paced' banned). Ask me up to 3 questions first if anything important is missing.

NOTES: [paste call notes]

CV summary for client submission

You are a recruitment consultant preparing a candidate summary for a client. From the CV below (anonymised), write: a 3-sentence professional profile, 5 bullet points matching them to the role requirements listed, and one line on notice period/availability. British English. Do not invent anything not in the CV.

ROLE REQUIREMENTS: [paste] · CV: [paste]

Boolean search builder

You are an expert sourcer. Build me 3 Boolean search strings for LinkedIn Recruiter for the role below: one tight (exact match), one balanced, one broad (adjacent titles and skills). Explain in one line what each will and won't catch. Include UK spelling variants and common title synonyms.

ROLE: [describe role, location, must-haves]

BD outreach that doesn't sound like BD outreach

You are a recruitment BD specialist. Write a 90-word outreach email to a [job title] at a [company type] who has just [trigger event – funding round, new FD hired, office opening]. Reference the trigger naturally, offer one specific insight about their hiring market, end with a soft ask for a 15-minute call. No 'I hope this finds you well'. Give me 3 versions with different angles.

Interview prep pack for a candidate

You are a recruitment consultant prepping a candidate. Using the job advert and company name below, produce: 5 likely interview questions with strong answer structures, 3 intelligent questions the candidate should ask, and 2 recent company developments worth mentioning. Keep it to one page.

ADVERT: [paste] · COMPANY: [name]

Client meeting prep in five minutes

I have a meeting with [company] about [role/– brief]. Summarise: what the company does, recent news, likely hiring pressures in their sector this quarter, and 5 questions that would make me sound like I understand their business. Bullet points, one page.

Starter prompts — back office (Finance, Marketing, HR, Ops)

You're on Claude — same framework, same rules. These are starting points; the real wins come from your own recurring tasks.

Report narrative from numbers (Finance)

You are a management accountant writing for non-finance readers. Below is this month's figures vs budget and last month (anonymised/aggregated). Write a one-page narrative: 3 headlines, what drove each variance, one watch-item for next month. Plain English, no jargon.

DATA: [paste table]

First-draft process documentation (Ops/anyone)

I'm going to describe a process I do every week, messily. Turn it into a clear step-by-step SOP someone new could follow: numbered steps, what system each step happens in, common mistakes to avoid. Ask me questions about any step that's ambiguous before writing.

PROCESS: [describe it as if explaining to a colleague]

Content calendar + drafts (Marketing)

You are a B2B marketer for a recruitment firm. Create a 2-week LinkedIn content plan (3 posts/week) around [theme — e.g. 'finance hiring trends in the Midlands']. For each: hook line, 3-bullet outline, suggested format. Then write the first post in full — 120 words, conversational, no hashtag soup.

Policy / letter first drafts (HR)

You are an HR advisor. Draft a first version of [document — e.g. a flexible working response letter] using the details below. Flag anything that needs a legal/manager check with [CHECK] rather than guessing. UK employment context. I will review and edit — this is a draft, not final.

DETAILS: [paste, anonymised]

Email triage and drafting (everyone)

Here are 5 emails I need to reply to (pasted below, names removed). For each: one-line summary, suggested action, and a draft reply in my tone — brief, warm, direct. Longest reply 80 words.

EMAILS: [paste]

Make it stick — from prompt to Skill

Save it: when a prompt works, don't lose it. Paste your best prompts into your team's shared doc (link on screen) — that's the start of the SF Playbook.

Teach it: in ChatGPT create a Project or Custom GPT; in Claude create a Project. Add your refined prompt as the instructions plus 1–2 good examples. Name it after the job it does ('Job Advert Writer — Finance Temp'). Now the whole team has it.

Skill it: a Skill packages a workflow — instructions and templates — so the AI applies it *automatically* whenever that task comes up, without anyone opening anything. It's how you bottle 'the SF way' of writing a summary or formatting a spec so everyone's output is consistent. Pre-built Skills already handle documents; a custom Skill is the natural next step for any build that's genuinely reusable — and a clean thing to hand Steve for the pipeline.

Your 60-second pitch — the four beats

The target — what it steals from you, or what you're winning
The job — what you built
The getaway — show it live, fast

The win — hours back per week, or the value added (be specific)

Keep this guide. Everything in it works just as well next Tuesday as it does today. — Chris Meah, Meah Labs