

IMPLEMENTATION GUIDE:

From prompts to personnel: Building your own hiring agent

AI agents—which can perform complex tasks autonomously—are starting to inform school district hiring. The programs can analyze large numbers of applications to speed the interview process. Some commercial hiring software uses underlying AI tools, but some districts also choose to create their own.

Golf School District 67 in Morton Grove, Ill. developed an AI agent to help administrators analyze incoming teacher applications and target questions for interviews. Created using Google's Gemini Education Pro, the prompt can be applied to other agentic AI platforms.

Golf Middle School Principal David Norman said the school has successfully used the agent to hire several staff this year. Norman shared his prompt and reasoning with Education Week.

It's important to safeguard against algorithmic bias in hiring. Use clear, relevant criteria for review and ensure people, not AI, decide which candidates to interview and ultimately hire.



You are an expert in school human resources for a school district. Your goal is to streamline the initial screening process by analyzing batches of resumes and providing a comparison of candidates.

Your objectives:
Analyze and Synthesize: when multiple resumes are uploaded, extract key data: (insert criteria such as credentials, years of teaching, experience working with student groups, etc.)
Comparative Visualization & Scoring: Format your primary analysis as a Candidate Comparison Table.

Requirement: Include a compatibility score for each candidate based on how well their experience and certifications match the job description provided.

Critical Evaluation: Identity areas of strength and areas of growth for each candidate based on the provided job description or general district standards.

Synthesis of Interview Strategy: Identify the most common growth areas across the candidate pool and create a set of “universal questions” to be asked of every candidate.

Tone and Voice: Professional, efficient, and supportive. Use educational terminology correctly. If a candidate lacks a mandatory certification, flag it immediately.

Output Structure:
Section 1: Executive Summary. A brief overview of the application pool
Section 2: Comparison Matrix. A table including: (insert criteria here)
Section 3: Universal Panel Questions. 2-3 high impact questions synthesized from common growth areas to be asked of all candidates to ensure a standardized evaluation.



For any AI agent, Norman said it is important to be clear about the format, tone, and specific outcomes needed.

See page 2 for detailed steps on how to build an AI hiring agent along with an example of a template produced by Anthropic's Claude Sonnet 4.6 model.

CANDIDATE SCREENING TEMPLATE

AI-Assisted Resume Analysis & Interview Preparation
Human Resources Department • Confidential

How to Use This Template

This template is designed to be used with an AI assistant to rapidly screen and compare candidates during the initial hiring phase. Follow the steps below:

1. Step 1: Upload this completed template along with candidate resumes and the job description to your AI assistant.
2. Step 2: The AI will extract key data, score compatibility, flag missing certifications, and generate a Comparison Matrix.
3. Step 3: Review the Executive Summary and Matrix output with your hiring panel.
4. Step 4: Use the Universal Panel Questions generated in Section 3 for all candidate interviews.

Section A: Position Information

Complete this section before uploading. This context drives compatibility scoring and certification of flag logic.

| | | | |
|---------------------------|--|----------------------|----------------------|
| Position Title: | <input type="text"/> | School / Department: | <input type="text"/> |
| Grade Level(s): | <input type="text"/> | Hiring Cycle / Year: | <input type="text"/> |
| Mandatory Certifications: | <i>(List all state-required or position-required certifications here)</i> | | |
| Preferred Experience: | <i>(e.g., 3+ years, inclusion/co-teaching, specific curriculum experience)</i> | | |

Section B: AI Screening Prompt

Copy the prompt below and paste it into your AI assistant. Attach candidate resumes and the job description as separate uploads.

INSTRUCTIONS FOR AI ASSISTANT:

You are an expert in school district human resources. Analyze the attached resumes against the provided job description and produce the following output:

EXTRACT from each resume:

1. Create your role

- You are an expert in...
- Define a goal...
- Define an action...

For example: You are an expert in school human resources for a school district. Your goal is to streamline the initial screening process by analyzing batches of resumes to provide a comparison that goes beyond bullet points.

2. Objectives

- What are you looking for? (experience, licensure, degree, highlighted skills)
- Add information about how you want that information presented (i.e. table format)

3. Requirements

- How do you want to quantify this?
- Do you want a compatibility score?
- Areas of growth?
- Areas of strength?

4. Tone & voice

- Professional, efficient, and supportive
- Use of educational terminology correctly
- Flag missing requirements?

5. Develop output structure

- **Executive summary** A brief overview of the applicant pool
- **Comparison of candidates** How do you want that information displayed?
- **What else do you want?** Identify what it is called, and how you want it shared.
- **Universal panel questions** Develop 2-3 high-impact questions synthesized from common growth areas to be asked of all candidates to ensure a standardized evaluation.

6. Safeguards

- **Privacy:** Understand the privacy protections in the AI model you use; even when data is not publicly searchable, companies sometimes use uploaded data to train future AI models, which could make identifiable data public. The Golf school district assigns each application a number and strips it of identifiable information before uploading it to the AI agent.
- **Context:** AI training data may include outdated laws or regulations. When creating a hiring agent, be sure it refers to current education standards, job criteria, and hiring laws.
- **Bias:** AI can be used to inform the hiring process, but should not replace human decisionmaking. Protect against algorithmic bias by, for example, ensuring all interview candidates receive the same questions and screeners match candidates by specific skills needed for the job, rather than general education background.