



Suhas Bhairav

AI Job Description Writing Template Flow

**Turn simple hiring notes into compelling job
postings with AI.**

Transform hiring notes into clear, attractive job
postings with AI while maintaining human oversight.

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suhasbhairav.com

AI JD Writing Flow

A lightweight, repeatable workflow to turn simple hiring notes into a polished job posting. Brand tone and compliance are preserved through a mandatory human review.

Key move **Guardrail: never auto-publish without final human review**

PRACTICAL CHECKLIST

- 01** Capture notes as role, seniority, location, must-haves, and nice-to-haves.
- 02** Run notes through an AI JD template to generate a first draft.
- 03** Apply brand voice, tone guidelines, and compliance checks before review.
- 04** Human review focuses on inclusivity, accuracy, role scope, and expectations.
- 05** Publish to ATS and boards with tagging for metrics.
- 06** Gather performance data weekly: clicks, applies, sourcing quality.
- 07** Iterate templates based on feedback and performance.

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Governance & Guardrails

Define approvals, ownership, and data usage for AI JD writing. Implement a four-week adoption plan with weekly milestones.

Key move Escalation: if outputs violate policy, halt publishing and route to HR director for review.

PRACTICAL CHECKLIST

- 01** Approval roles: prompt-level and final post sign-off by HR lead.
- 02** Workflow ownership: HR Operations owns process; recruiters provide role specifics.
- 03** Data governance: sanitize notes; restrict PII and confidential data.
- 04** Bias and compliance: screen for inclusive language and fair requirements.
- 05** Tool policy: approved AI tools, prompt versioning, and output custody.
- 06** Metrics: time-to-post, post quality score, and candidate engagement tracked.

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Adoption & Measurement

Track impact with lightweight KPIs and assign ownership for ongoing improvements. Plan four weeks of controlled rollout with weekly reviews.

Key move Low-friction pilots yield early wins without compromising quality.

PRACTICAL CHECKLIST

- 01** Pilot 2 roles in Week 1; collect feedback and adjust prompts.
- 02** Week 2 expands to 5 roles; monitor quality and time saved.
- 03** Week 3 formalizes templates; incorporate brand voice refinements.
- 04** Week 4 scales to full team; document lessons learned.
- 05** Maintain an audit log of prompts and outputs for compliance.
- 06** Review outcomes with HR leadership; update guardrails as needed.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

WEBSITE

suhasbhairav.com

EMAIL

suhasbhairav@gmail.com