10 Claude Workflows Every HR Team Should Use

The Complete Implementation Playbook – for HR Leaders, HR Managers & Practitioners

SYLVESTER & CO

Why This Matters

The Shift

Most HR teams use AI to save time. The best HR teams use AI to **completely rethink how work gets done.**

What This Playbook Is

This is not a technical guide. It's a practical playbook for HR professionals who want to implement Claude workflows without breaking compliance, alienating their team, or creating more work.

The Key to Success

The difference between success and failure comes down to one thing: **the right person leading the implementation**, with the right support around them.

Role Guide: Who Does What?

HR Director / CHRO

Sponsor + Decision Maker (5–10% time). Select the Implementation Lead, protect 20% of their calendar, meet weekly, and communicate: *"This is a strategic priority."*

HR Manager / Senior HRBP

Implementation Lead (20–30% time). Own day-to-day implementation, design the pilot, test with a small group, train the team, and report weekly to the HR Director.

HRIS / HR Ops

Technical + Process Owner (15–20% time). Anonymize data, set up templates, document what goes where, and track what's working. Support role – not owner.

HR Compliance / Legal

Compliance Guide (10–15% time). Review AI Act + GDPR, approve data handling, create consent forms, and audit the first workflow. Compliance is enablement, not blocking.

The 10 Claude Workflows

Each workflow follows the same principle: provide Claude with clear instructions and always have a human review the output before using it.

01. AI Recruitment

Screen CVs, rank candidates, draft offer letters – fast and consistently.

02. Smart Onboarding

Create personalized onboarding sequences, 30-60-90 plans, and employee FAQs.

03. Payroll Assistant

Answer employee questions about payslips, leave balance, and benefits in plain language.

04. Performance Reviews

Synthesize 360 feedback, draft goals, and create improvement plans.

05. Learning & Development

Design training paths and identify skill gaps automatically.

06. Policy & Compliance

Draft policies and create compliance checklists.

07. Offboarding

Conduct exit interviews and manage final settlements.

08. HR Analytics

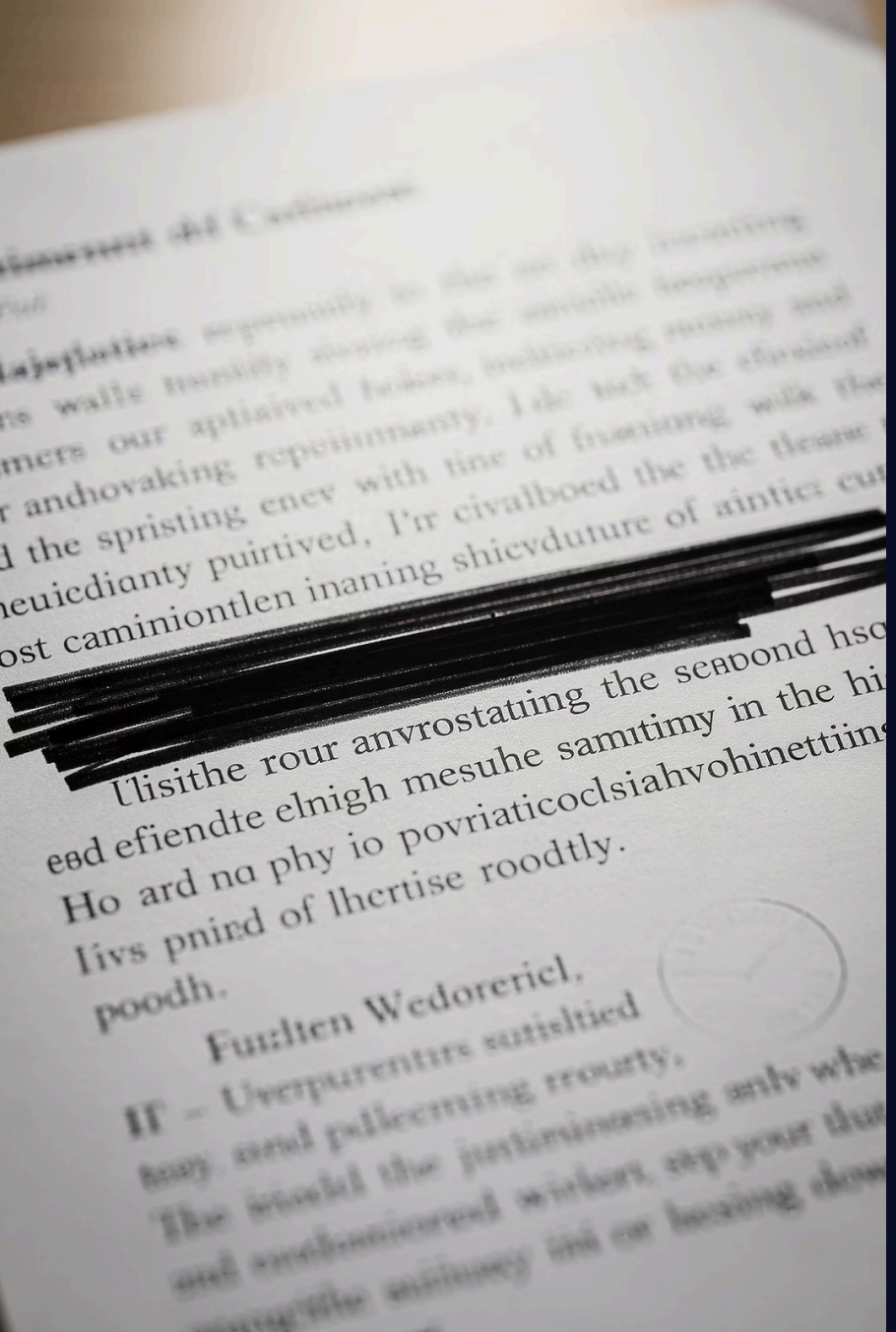
Generate attrition reports and identify flight-risk employees.

09. Interview Scheduling

Automate calendar coordination and candidate communication.

10. Employee Self Service

Build a 24/7 HR chatbot that answers common questions.



AI Act & Compliance: 3 Things Your Team Must Know

1 **Tell people you're using AI**

Before someone applies or receives feedback, they must know AI is involved. It's transparent, fair, and legally required.

2 **Always have a human make the final decision**

Claude can suggest – you decide. If a candidate is rejected, you must be able to explain why with proof. AI can be wrong; humans catch mistakes.

3 **Remove names and personal details before uploading**

Upload "Candidate #1" instead of "John Smith." Less risk, better evaluation, more ethical.

Data Handling Checklist

If your compliance person can check all boxes – you're legally solid.

Upload only what's necessary

We only upload data needed for this decision.

Remove personal identifiers

We anonymize names, addresses, and phone numbers.

Tell candidates AI is involved

Candidates know their data might go to AI.

Document the workflow

We record what Claude was asked and what it suggested.

Human approval is required

A human reviewed and approved the final decision.

Delete data after use

We delete data after the process is complete.

Have a response process

We have a process if someone asks, "Why was I rejected?"

This checklist is designed for your Compliance / Legal person. Review it together before launching any workflow.

The Implementation Lead Role

THIS PERSON MAKES OR BREAKS YOUR PROJECT

Time commitment: 20–30% protected calendar | **Reports to:** HR Director | **Duration:** 8–12 weeks to first live workflow

1

Days 1–7: Preparation

Agree on pilot workflow. Meet compliance. Document current process. Select 10–15 test users.

2

Weeks 2–4: Testing

Set up Claude templates. Test with small group. Gather feedback and iterate. Weekly sync with HR Director.

3

Weeks 5–8: Launch

Train HR team. Go live with broader group. Track time saved and quality. Document the process.

4

Weeks 9–12: Optimize

Collect formal feedback. Celebrate success. Plan workflow #2. Prepare for company-wide scaling.

Critical Success Factors & Failure Modes

✓ What Drives Success

- Protected time (20–30% uninterrupted calendar)
- HR Director actively involved – weekly, not quarterly
- Compliance person available to answer legal questions
- ONE workflow piloted first – not all 10 at once
- Honest feedback loop from real users

What Causes Failure

- Implementation Lead has no authority
- No protected time – 20% becomes 5%
- HR Director is checked out
- No compliance support – project stalls
- Trying to implement all 10 workflows at once
- No feedback loop – never know if it's working

30-Day Checkpoint Framework & Implementation Roadmap

The first 30 days determine if your project succeeds or fails. At Day 30, HR Director + Implementation Lead + Compliance person meet for a **Go / No-Go decision.**

Week 1

Calendar protected? Compliance assigned? Workflow chosen? Test users selected?

Week 2

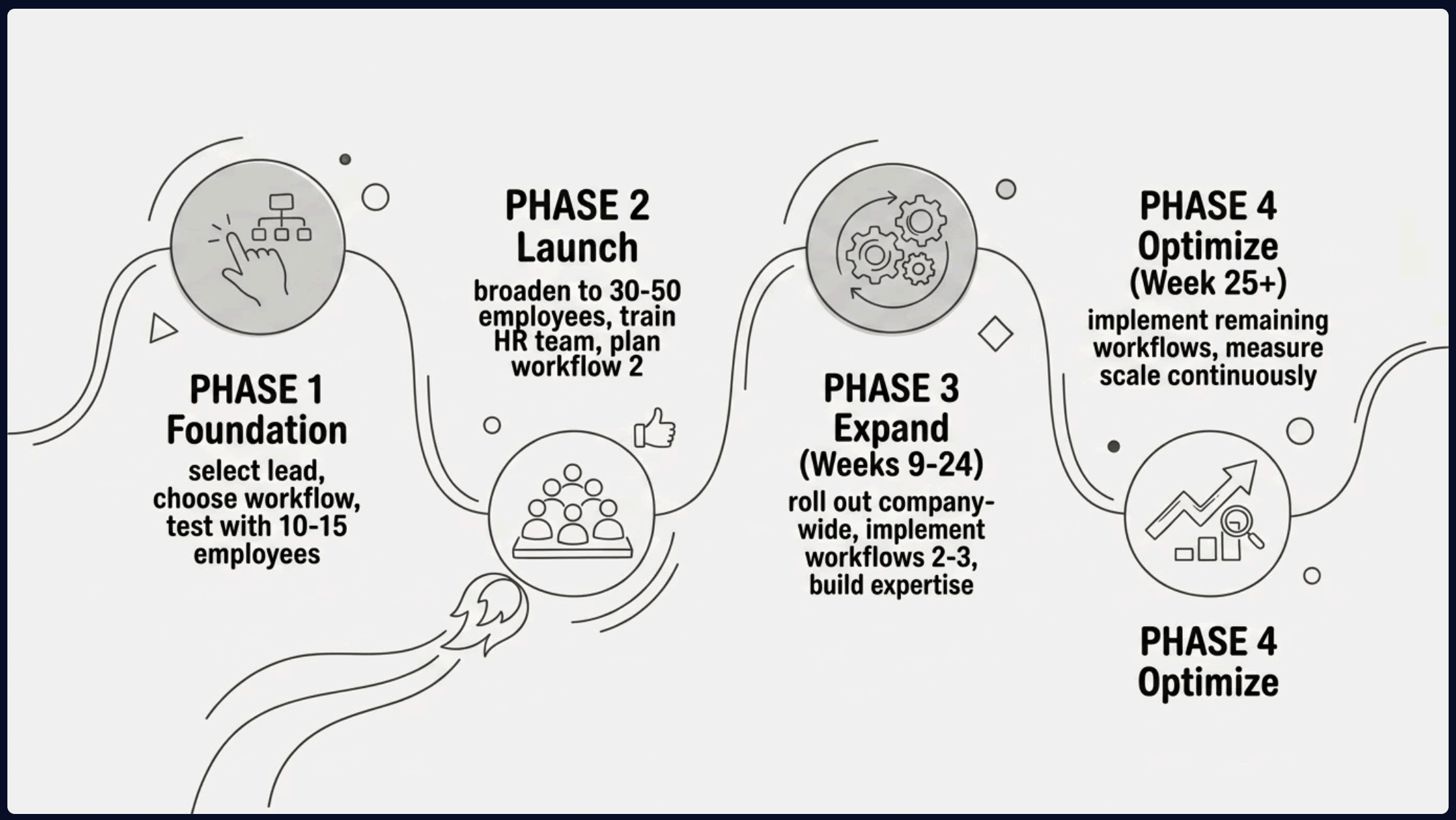
Templates set up? 3–5 test cases run? Compliance meeting held?

Week 3

Output quality acceptable? Honest feedback from test users? HR Director informed?

Week 4

Ready for 20–30 users? Team trained? Feedback system in place? Workflow #2 planned?



Resources & Next Steps

Technical Help

Claude Support: **support.anthropic.com**

Compliance

EU AI Act: **ec.europa.eu**
GDPR: **gdpr-info.eu**
Your local labour authority

HR AI Best Practices

SHRM: **https://www.shrm.org/**
Join our leading HR AI Network: **https://www.sylvester-co.dk/hr-ai-network/**
Join Scandinavia's largest HR AI conference – Nordic HR AI Summit 2027: **https://www.sylvester-co.dk/nordic-hr-ai-summit-2027/**

Contact Us

Sylvester & co
info@sylvester-co.dk
sylvester-co.dk

Start with ONE workflow. Protect your Implementation Lead's time. Involve compliance from day one. The rest will follow.

Sylv & ster co