

GENAI PROMPTING JOB AID



GenAI Prompting Formula

The basic formula = Role + Task + Instructions + Example/Data.

ROLE	The persona for MyAssistant to assume	You are a (senior manager, designer, product owner, People lead).
TASK	The outcome or output you want MyAssistant to generate	Create a report, email, social media post, list) that (summarizes, combines, generates, separates) the (text, information, policy, description).
INSTRUCTIONS	Additional requirements for the outcome or output (e.g., format, tone, length)	Be sure to (emphasize, include, consider, describe) the (most important information). The output should be (2 pages long, a bar graph, a table, x number of words). Make the tone (conversational, professional, formal, persuasive).
EXAMPLE/DATA	The specific data or content or example of output	Use this information: (pasted text of information or link to page or site that can be accessed within the tool).

Types of Prompts

One Shot – a single request.

Conditional – a prompt that changes based on your previous response, like a follow-up question in an interview.

Reverse Questioning – have the GenAI ask you questions to help guide its responses to you. Consider using it for coaching or self-reflection.

Prompt Modes to Try

- Teach me about...
- Give me 3 examples of...
- What can I learn about (GenAI, talent planning, coding) in five minutes a day?
- What is the best way to...
- Review this (speech, presentation, text) and give me tips for style, tone, voice, and how to make it more memorable for my audience.
- Ask me about...

Tones

<i>Professional</i>	<i>Conversational</i>	<i>Narrative</i>	<i>Friendly</i>
<i>Academic</i>	<i>Witty</i>	<i>Confident</i>	<i>Narrative</i>
<i>Persuasive</i>	<i>Descriptive</i>	<i>Optimistic</i>	<i>Humorous</i>

Data Sensitivity - Do NOT include or share personally identifiable information (PII) anywhere.

In My Assistant:

Non-sensitive/Sensitive = Yes
Highly sensitive = NO

In public apps:

Non-sensitive = Yes, and NO*
Sensitive/highly sensitive = NO

- Consider whether non-sensitive information, when used in a public AI, could imply an interest in a topic, event, industry, or technology by Walmart, and what effect that may have.

For more information about GenAI at Walmart, go to wmlink/myassistanthub