Tracker

Eva prompt *playbook*

Getting good answers out of Eva

A vague prompt takes the same few seconds to type as a good one. Here's how to make each one count.

37 PROMPTS | 7 RECORD TYPES | ONE PAGE EACH

First — what is a prompt?

A prompt is just what you type into Eva. She isn't running a keyword search and she isn't working out what you probably meant — she does what you ask, as literally as she can. So a vague question gets a vague answer, and anything you leave out is something she has to invent for herself.

The good news is that she already knows where you are. Open a candidate and she can see that candidate. Open a job and she can see its requirements and its shortlist. You never have to tell her who or what you're looking at — only what you want done with it.

That visibility follows the same rules as everything else in Tracker. Eva works under the same permissions as whoever is asking, so if you can't see it in Tracker, neither can she. Beyond that she only works with what has been exposed to her — she doesn't reach into records or data sources outside that scope.

One prompt, or three?

THE REAL COST OF A VAGUE ASK

A three-word question takes exactly as long to type as a three-sentence one, and gives you far less back. The vague version sends you round again: you ask, you don't get what you wanted, you rephrase, you narrow — three prompts to reach where a well-built one would have landed first time. A good prompt also does several jobs at once, so you get more out of every one you send.

Be specific

So you're not sending a second prompt to ask the same thing again.

Stack your asks

Several jobs, answered together, in one prompt.

Name the format

So you never have to say "redo that as a list".

30–40 min

Screening 50 CVs against a job spec by hand. One well-built prompt returns a judged, ranked shortlist from one prompt.

10–15 min

Prepping one candidate before a client call — history, gaps and skill match, scrolled and noted by hand. One prompt on the open record returns it in the time it takes to read.

What a good prompt is made of

[1]Give me the five candidates [2]who best fit this job, [3]judged on skills, recent job titles and location. [4]One line on why for each, plus what's missing against the requirements. Strongest first.

1

Say how many

"the five candidates"

A number turns a ramble into a list you can actually work through.

2

Where you are is free

"this job"

Eva can already see the record. Never retype what's on the screen in front of you.

3

Say what to judge on

"skills, recent job titles and location"

Left open, she picks the criteria – and she may not pick the ones you would.

4

Ask for the reasoning

"one line on why for each"

It's how you check her work, and it's usually the most useful part of the answer.

Don't retype a good prompt — reuse it

Recent

Logged automatically. If something close to what you need has already run, pull it up instead of rebuilding it.

Saved

Pin a prompt that worked. It sits ready for the next candidate or job that fits the same pattern.

Recommended

Suggested starting points for the record you're on – useful when you're not sure how to phrase it yet.

> Same single prompt either way — the win is turning a well-built one into a habit rather than a one-off.

The same request, asked three ways

BAD

Find candidates for this job

No number, no criteria, no format. Eva guesses all three, and you have no idea what she weighted. This is the most common way people ask, and the weakest.

OK

Shortlist the top 5 candidates against this job

A number, and something to judge against. But "top" is still hers to define, and you get no reasoning to check.

GOOD

Give me the five candidates who best fit this job, judged on skills, recent job titles and location. One line on why for each, plus what's missing against the requirements. Strongest first.

All four parts. Ten seconds more typing, and it hands you something you could take straight into a client call. Very few people ask this way – which is the opportunity.

> All three are a single prompt to type. The difference is that the bad one usually sends you back for a second and a third before you get what you were after.

One prompt isn't always the end. Narrowing a good result further – "just the East Coast candidates", "now sort by most recent activity" – is normal follow-through, not a sign the first prompt failed. Eva is built to think alongside you and anticipate the next step, so a follow-up is another prompt – but it doesn't cost you re-explaining what you're looking at. Aim to get the first one right; treat the second as refining, not repairing.

Special characters — what helps, what hurts

USE THESE

- Numbered lists (1. 2. 3.) for steps that run in order
- Quotation marks to isolate exact text you want used verbatim
- Colons to introduce a list or an example
- Simple brackets [ ] to mark a placeholder, e.g. [candidate name]
- Line breaks to separate distinct instructions

AVOID THESE

- Punctuation for emphasis (!!!, ???)
- Emojis or symbols as instructions – Eva may read them literally
- Nested or mixed quote styles inside one string
- Long unbroken paragraphs that bury several asks
- Formatting characters (*, #, ~) unless you want them in the output

Now the prompts themselves

Thirty-seven prompts organised by the record you're sitting in, online alongside this sheet. Each one that does more than one job says so underneath and lists them. Treat them as a base to build from rather than a guarantee — the same prompt can land differently depending on how an instance is set up and what data is in it. Adjust the criteria to your own patch.

Your day	NO RECORD OPEN	4 PROMPTS
Candidate	PEOPLE	5 PROMPTS
Contact	PEOPLE	5 PROMPTS
Company	CLIENTS	7 PROMPTS
Lead	CLIENTS	5 PROMPTS
Job	LIVE WORK	5 PROMPTS
Placement	LIVE WORK	6 PROMPTS

WHAT THE TAGS MEAN

- **TRIAGE** What needs you first.
- **DIAGNOSE** Why something has stalled.
- **SNAPSHOT** The record, pulled together.
- **MATCH** People against roles.
- **RANK** An order, with reasons.
- **DRAFT** Something written for you.
- **REPORT** Figures and comparisons.
- **PREPARE** Ready for a conversation.
- **UPDATE** Changes a field on the record.

NO RECORD OPEN

RECORD TYPE

Your day

Eva with no record open. First thing, or when the day has got away from you.

1 What should I focus on today?

TRIAGE

> Look across my open tasks, the jobs I own and the candidates waiting on me, and give me the five things that most need me today in priority order. One line each on why it's urgent and what the next action is.

3 JOBS IN ONE PROMPT It picks the five that matter, ranks them, and says what to do about each.

INSTEAD OF what should i focus on today

"Focus" means nothing on its own, so Eva has to guess what to look at. Naming the sources, the number and the next action turns a vague nudge into a work list you can start on.

2 Open and overdue tasks

TRIAGE

> List my open and overdue tasks grouped by how late they are, showing the record each one is attached to and who it's for. Anything more than a week overdue at the top.

2 JOBS IN ONE PROMPT It groups them by how late they are, and shows what each one is attached to.

INSTEAD OF show me my tasks

Without grouping you get a flat list you still have to sort yourself. Asking for the attached record saves you clicking into each one to remember what it was about.

3 Which jobs need attention

DIAGNOSE

> Show me the jobs I own with no candidate activity in the last five days, or where the client is waiting on us. For each, say what's stalled and what the next action should be.

3 JOBS IN ONE PROMPT It finds the stalled jobs, says what's stuck, and names the next action.

INSTEAD OF Any urgent jobs needing attention today?

Same problem as "focus" – define what urgent means. Asking what's stalled rather than just which jobs means you can act without opening every one of them.

4 Waiting on client feedback

TRIAGE

> List every candidate I've submitted that's still awaiting client feedback, with the client, the job and how many days since submission. Flag anything over seven days.

2 JOBS IN ONE PROMPT It lists the submissions and flags the ones over a week old.

INSTEAD OF any updates from clients?

The day count is what makes this useful — it tells you who to chase first without reading the whole list.

RECORD TYPE

Candidate

Eva can see the candidate's history, skills, documents and logged activity.

5 Find similar candidates

MATCH

> Find five candidates similar to this one. Judge similarity on job title, core skills and seniority rather than the employers they've worked for. For each, say what makes them a match and where they differ.

3 JOBS IN ONE PROMPT It finds five, says why each is a match, and where each one differs.

INSTEAD OF find me similar candidates

Similar how? Left open, Eva may anchor on the wrong thing – the same employer, the same town. Name the dimensions that count and you get a list you'd stand behind.

6 Full snapshot

SNAPSHOT

> Give me a full snapshot of this candidate – name, job title, location, contact details, availability, status and owner. Finish with a short list of anything that's missing or looks out of date on the record.

2 JOBS IN ONE PROMPT It pulls the full record and flags what's missing or out of date on it.

INSTEAD OF tell me about this candidate

Naming the fields stops her choosing for you. The "what's missing" tail is the real trick: it turns a summary into a data quality check and costs you one extra sentence.

7 Prepare a CV

DRAFT

> Prepare a CV cover page for this candidate aimed at the [job title] role at [client]. Lead with the three skills most relevant to that role, keep it to one page, and note anything in their history I should be ready to explain.

2 JOBS IN ONE PROMPT It writes the cover page and warns you what you'll be asked to explain.

INSTEAD OF Can you format a CV for me

A CV for what? Targeting it at a specific role changes what gets led with. The last clause is the bit that saves you on the client call.

8 Open jobs that suit them

MATCH

> Search our open opportunities for roles that suit this candidate based on their job title, location, skills and availability. Return the best five with a one-line reason for each and the opportunity ID.

2 JOBS IN ONE PROMPT It finds the roles, gives a reason for each, and hands you the IDs.

INSTEAD OF what jobs suit this candidate

Asking for the ID is a small thing that saves real time – you can go straight to the record instead of hunting for it by name.

9 Get them ready to submit

DRAFT

> Get this candidate ready to submit to [job]. First check the record for anything missing or out of date, then summarise why they fit the requirements, then draft the submission note to the client contact.

3 JOBS IN ONE PROMPT It checks the record, summarises why they fit, and drafts the client note.

INSTEAD OF Get this candidate ready to be sent to the engineers job

Three jobs in one prompt, done in order – this is where Eva earns her keep. Say "first, then, then", or she'll do the easy part and stop.

RECORD TYPE

Contact

Eva can see this contact and the company they sit under.

10 How do I re-engage them?

DIAGNOSE

> What's the best way to re-engage this contact, who we haven't spoken to in 30 days? Look at what we last discussed and what's changed on their account since, then suggest an angle and draft the opening message.

2 JOBS IN ONE PROMPT It works out the angle and drafts the opening message.

INSTEAD OF what should I say to this contact

Telling her what to look at – the last conversation, and what's moved since – is what makes the suggestion specific to this person rather than generic sales advice.

11 Full snapshot

SNAPSHOT

> Give me a full snapshot of this contact — role, company, how long we've known them, last activity and what they're currently involved in. Finish with anything missing on the record.

2 JOBS IN ONE PROMPT It pulls the record and flags what's missing from it.

INSTEAD OF who is this contact

The snapshot pattern again. Note how little changes between record types once you know the shape of it.

12 What are they involved in?

SNAPSHOT

> What jobs and opportunities is this contact currently involved in? For each, say what stage it's at and whether we're waiting on them or they're waiting on us.

3 JOBS IN ONE PROMPT It lists what they're involved in, the stage of each, and who's waiting on whom.

INSTEAD OF what's this contact working on

That last distinction — who owes who — is the thing you actually need before you pick up the phone.

13 Draft a check-in

DRAFT

> Draft a short check-in email to this contact. We haven't spoken in a while, so reference what we last worked on together, keep it under 120 words, and end with one easy question rather than an ask.

INSTEAD OF write an email to this contact

Length and ending are where drafted emails usually go wrong. Specify both and you get something you can send after a light edit.

14 Recent activity

REPORT

> Summarise all activity with this contact over the last 90 days, by any user in our team, in date order. Note anything that was promised and not followed up.

2 JOBS IN ONE PROMPT It summarises the quarter and catches anything promised but never followed up.

INSTEAD OF what's happened with this contact

"By any user" matters – otherwise you may only see your own. The promised-and-dropped check catches the things that quietly lose accounts.

RECORD TYPE

Company

Eva can see the company's contacts, jobs, placements and full activity history.

15 What should I be pitching them?

DIAGNOSE

> What positions should I be discussing with this client based on their growth pattern and hiring history? Give a probability rating for each with the data behind it.

3 JOBS IN ONE PROMPT It suggests the roles, rates how likely each is, and shows the data behind it.

INSTEAD OF what roles could I get from this client

The probability rating is what stops this being a list of guesses. Asking for the supporting data lets you sanity-check her reasoning before you take it into a call.

16 Full snapshot

SNAPSHOT

> Give me a full snapshot of this client: name, location, type, status, owner and the contacts we hold. Finish with anything missing from the record.

2 JOBS IN ONE PROMPT It pulls the account overview and flags what's missing from the record.

INSTEAD OF Give me an overall summary of this client

The same pattern as the candidate snapshot, with the same payoff. Learn the shape once and it works on every record type in Tracker.

17 Performance table and summary

REPORT

> Build me a table of the roles we've worked for this client this year, with time to fill, candidates submitted and placements made for each. Underneath it, write a short summary I could send on — confident but factual — and flag any numbers I should check first.

3 JOBS IN ONE PROMPT It builds the table, writes a summary you can send on, and flags the numbers to check first.

INSTEAD OF Can you build me a report to send to the client

Eva doesn't build documents, so asking for a "report" gets you nothing at all. Ask instead for the shape she can produce — a table, then a summary under it — and you get the same content in something you can paste straight into an email. Naming the four measures is what stops the table coming back generic.

18 Call prep sheet

PREPARE

> Create a call prep sheet for my meeting with this client. Cover what we've worked on this year, what's currently open, anything outstanding on our side, and three questions worth asking. Keep it to one page I can read in five minutes.

4 JOBS IN ONE PROMPT It covers the year's work, what's open, what's outstanding, and three questions to ask.

INSTEAD OF Create a client call prep sheet

The length constraint is doing real work here. Without it you get something thorough and useless ten minutes before a call.

19 Placements and revenue

REPORT

> Show me placements made and revenue generated from this client broken down by year, with this year against last. Note anything that looks unusual.

3 JOBS IN ONE PROMPT It gives the figures by year, sets this year against last, and flags anything odd.

INSTEAD OF Show me number of placements made, and revenue generated from this client

A single total tells you nothing about direction. Comparing periods is where the insight lives, and it costs four extra words.

20 Open jobs and their age

REPORT

> List every open job for this client with how long each has been open and its current stage. Oldest first, and flag anything open more than 30 days.

2 JOBS IN ONE PROMPT It lists the jobs with how long each has been open, and flags the stale ones.

INSTEAD OF what jobs are open for this client

Age and stage are what make this actionable. The flag saves you scanning for the problems yourself.

21 Fill rate this quarter

REPORT

> Summarise placement activity and fill rate for this client this quarter against last quarter. Say in one line whether the account is growing or slipping, and why.

3 JOBS IN ONE PROMPT It gives the quarter's numbers, compares them to last quarter, and calls it growing or slipping.

INSTEAD OF how are we doing with this client

Asking for the conclusion as well as the figures is the difference between a report and an answer.

RECORD TYPE

Lead

Eva can see the lead, its source and whatever's been logged against it.

22 Introduction email

DRAFT

> Draft an introduction email to the contact on this lead. Mention how the lead came to us, keep it to three short paragraphs, focus on what we do for companies like theirs, and end with a specific suggestion for a 15-minute call.

INSTEAD OF write an intro email

Generic intros get ignored. Where the lead came from is the one detail that makes an opening line land.

23 Summarise this lead

SNAPSHOT

> Give me a summary of this lead — company, contact details, source, status and any activity logged so far. Finish with what's missing before I can qualify it properly.

2 JOBS IN ONE PROMPT It summarises the lead and lists what's missing before you can qualify it.

INSTEAD OF tell me about this lead

The missing-information tail is especially useful on leads, where the record is usually half-filled.

24 Questions for the first call

PREPARE

> What questions should I ask on my first call with this lead to qualify them? Base them on what we already know from the record, group them by hiring need, budget and timing, and flag which two matter most.

2 JOBS IN ONE PROMPT It groups the questions by theme and flags the two that matter most.

INSTEAD OF what should I ask this lead

Grouping stops you rambling through fifteen questions. Asking which matter most means you still get value from a call that gets cut short.

25 What's the next step?

DIAGNOSE

> What's the best next step to move this lead forward? Look at where it came from, what's been logged and how long it's been sitting, then recommend one action and say why now.

2 JOBS IN ONE PROMPT It recommends one action and says why now rather than next week.

INSTEAD OF what next

Asking for one action rather than options forces a recommendation. "Why now" tells you whether to do it today or next week.

26 Chase every stale lead

DRAFT

> Show me all leads with no activity in the last ten days. For each, draft a short follow-up email suited to where the conversation left off, and list them oldest first.

2 JOBS IN ONE PROMPT It finds every stale lead and drafts a follow-up tailored to each one.

INSTEAD OF show me old leads

One of the few prompts that produces an afternoon's work in a single go. Check each draft before it goes, but the blank page problem is solved.

RECORD TYPE

Job

Nearly half of everything asked of Eva was asked from a job record. She can see the requirements, the shortlist and the activity history.

27 Find candidates for this job

MATCH

> Give me the five candidates who best fit this job, judged on skills, recent job titles and location. For each, give a one-line reason and say what's missing against the requirements. Rank them strongest first.

3 JOBS IN ONE PROMPT It picks five, gives a reason for each, and says what's missing against the spec.

INSTEAD OF Find candidates for this job

The most-typed prompt in the entire sample, and the weakest. It doesn't say how many, what "fit" means, or what to hand back. Fixing those three things is the single biggest upgrade in this playbook.

28 Shortlist the top five

MATCH

> Shortlist the top five candidates against this job's requirements. Show each one's match against the must-haves specifically, and tell me which requirement is hardest to fill from our database.

3 JOBS IN ONE PROMPT It shortlists five, shows the must-have match, and names your hardest requirement to fill.

INSTEAD OF Shortlist the top 5

The second half is the bit people miss. Knowing which requirement is thinning your shortlist tells you what to go back to the client about.

29 Rank the shortlist

RANK

> Rank the shortlisted candidates on this job from strongest to weakest against the job requirements. Give a one-line justification for each and name the two you'd submit first.

3 JOBS IN ONE PROMPT It ranks the shortlist, justifies each place, and names the two to submit first.

INSTEAD OF who's best on this shortlist

Already a strong prompt as people type it. Making her commit to two names, rather than hand back a ranked list, is what turns a report into a decision.

30 Progress update for the client

DRAFT

> Draft a progress update email to the client contact on this job. Cover how many candidates we've approached, who's shortlisted, what stage each is at, and what we need from them next. Keep it under 200 words.

INSTEAD OF write an update to the client

Ending with what you need from them is what turns an update into a reply. Most update emails forget to ask for anything at all.

31 Why hasn't it progressed?

DIAGNOSE

> This job hasn't progressed. Look at the shortlist, the activity history and the job requirements, then tell me the three most likely reasons why and what to change.

2 JOBS IN ONE PROMPT It gives the three most likely reasons and what to change about each.

INSTEAD OF why is this job stuck

Naming the three places to look stops her speculating. This is the one to reach for before a difficult conversation with a client – or with your manager.

RECORD TYPE

Placement

Eva can see the placement, its rates and dates, and both the candidate and the client behind it.

CHECK THE RECORD, NOT THE REPLY

Eva does change fields here – but her reply may tell you she hasn't, even when the change has gone through. Open the record and check the value afterwards, and never re-run the prompt on the strength of her answer.

32 Update the start or end date

UPDATE

> Change the start date on this placement to 21 July 2026 and tell me what it was before, so I can check. Leave the end date as it is.

2 JOBS IN ONE PROMPT It makes the change and reports the old value back so you can check it.

INSTEAD OF Move the start date one week later

Relative instructions like "one week later" leave room for error, and there is a sharper reason to avoid them here. Eva sometimes makes the change and then reports that she couldn't. Re-run "move it one week later" on the strength of that and you have moved it a fortnight – whereas an absolute date can be run twice with no harm done. Give the date, then open the record and check.

33 Update the pay or charge rate

UPDATE

> Change the pay rate on this placement to £50.00 per hour. Leave the charge rate as it is. Confirm both values back to me once done, and tell me the new margin.

3 JOBS IN ONE PROMPT It changes the rate, confirms both values back, and recalculates the margin.

INSTEAD OF Update the bill rate to 1000.00 Also update bill rate to charge rate

That weak version is real, taken from someone mid-correction. Rates are the easiest field to get wrong and the most expensive. Name the field, name the unit, say what not to touch – then open the record and confirm it yourself, because her reply may tell you it failed when it didn't.

34 Check in with the candidate

DRAFT

> Draft a check-in email to the candidate on this placement. They're [x] weeks in — ask how they're settling in, whether the role matches what we described, and flag anything that needs my attention. Keep it warm and under 100 words.

INSTEAD OF email the candidate on this placement

Saying how far into the assignment they are changes the tone completely. Week one and month six are different conversations.

35 Check in with the client

DRAFT

> Draft a check-in email to the contact on this placement asking how the candidate is performing. Reference the role and start date, ask one specific question about performance, and mention we can support if anything needs adjusting.

INSTEAD OF email the client about this placement

One specific question gets a reply. "How's it going?" gets ignored.

36 What's the margin?

REPORT

> What's the margin on this placement, in both cash and percentage terms? Show the pay rate and charge rate you used so I can check the figures.

2 JOBS IN ONE PROMPT It gives the margin in cash and percentage, and shows the rates it used.

INSTEAD OF what's the margin on this

Always ask for the workings on anything financial. It takes one clause, and it's how you catch a wrong rate before it reaches an invoice.

37 Redeployment before the end date

DRAFT

> This placement ends soon. Draft a check-in email to the client about the end date and redeployment options, then separately list three open roles this candidate could move into with a one-line reason for each.

2 JOBS IN ONE PROMPT It drafts the client email and finds three roles to redeploy into.

INSTEAD OF this placement is ending soon

The email and the options are two different jobs. Asking for both means you walk into the conversation already knowing what you're offering.

TEAR-OUT

The one-page version

Everything on the preceding pages, on a sheet you can pin up.

THE FOUR PARTS OF A GOOD PROMPT

[1] Give me the five candidates [2] who best fit this job, [3] judged on skills, recent job titles and location. [4] One line on why for each, plus what's missing against the requirements. Strongest first.

1

Say how many

A number turns a ramble into a list you can work through.

2

Where you are is free

Eva can already see the record. Never retype the screen.

3

Say what to judge on

Left open, she picks the criteria – maybe not the ones you would.

4

Ask for the reasoning

It's how you check her work, and usually the most useful part.

THE SAME REQUEST, THREE WAYS

BAD

Find candidates for this job

No number, no criteria, no format.

OK

Shortlist the top 5 candidates against this job

"Top" is still hers to define, and no reasoning comes back.

GOOD

Give me the five candidates who best fit this job, judged on skills, recent job titles and location. One line on why for each, plus what's missing. Strongest first.

Ten seconds more typing. Take it straight into a client call.

USE THESE

- Numbered lists (1. 2. 3.) for steps in order
- Quotation marks for exact text
- Colons to introduce a list
- Brackets [ ] for a placeholder
- Line breaks between instructions

AVOID THESE

- Punctuation for emphasis (!!!, ???)
- Emojis or symbols as instructions
- Mixed quote styles in one string
- Long paragraphs burying several asks
- Formatting characters (*, #, ~)

Reuse before you retype: **Recent** logs what has already run, **Saved** pins the ones that worked, **Recommended** suggests a starting point for the record you're on.

YOUR OWN PROMPTS

The ones that work on your patch

The prompts in here are a base. The ones worth keeping are the ones you build for your own clients, your own job types and the way your instance is set up. Write them down as you find them, then save them in Eva so nobody has to rebuild them.

Your day

Candidate

Contact

Company

Lead

Job

Placement