

You're sitting on a goldmine of people data — and now Lattice AI Agent helps you use it.

With insights from Talent, Lattice AI Agent saves HR time by turning scattered data into clear insights, helps managers understand team performance and engagement, and empowers employees to grow with personalized, on-demand coaching.

Not sure where to start? We've pulled together some of our favorite prompts to help you make the most of your Agent.

## **AI Agent - Chat w/ 1:1's, Feedback & Updates**

- **(Manager)** Who on my team hasn't received feedback this quarter?
- **(Manager)** What are the key wins and blockers for [employee] this month?
- **(Manager)** What feedback has [employee] received in the last 6 months?
- **(Manager)** What follow ups do I have from my last 1:1 with [employee]?
- **(Manager)** What did I talk about in my last 1:1 with [employee]?
- **(Manager)** How should I provide feedback to my employees?
- **(Manager)** How do I recommend an employee for a promotion?
- **(Manager)** What talking points should I ask in my first 1:1 with a new employee?
- **(Manager)** Can you design a coaching plan to help [employee] improve their performance?
- **(Manager)** Based on [employees] recent feedback and 1:1's how can I help them?
- **(Manager)** Suggest a coaching question I can ask [employee name] to help them grow in [skill/ goal].
- **(Manager)** What are three follow-up questions to deepen a career conversation with [employee name]?
- **(IC)** Based on my feedback from the last 6 months, where should I focus my growth?
- **(IC)** Summarize the themes of my 1:1s with my manager from last month.
- **(IC)** When did I last talk about (blank) with my manager?
- **(IC)** How much feedback have I received and given this quarter?
- **(IC)** Summarize my top strengths based on feedback from the last quarter.

## **AI Agent - Chat w/ Reviews**

- **(Manager)** What are the most common strengths identified across my team in 2025?
- **(Manager)** Summarize the last review for [Your Direct Report's Name]
- **(Manager)** What were the strengths identified in [Your Direct Report's Name]'s last review?
- **(Manager)** What are the key strengths and development areas for my team based on the last performance review?
- **(Manager)** Summarize [employee name]'s top strengths and growth areas this cycle.
- **(Manager)** Write a first draft of [employee name]'s performance summary based on their one-on-one notes, goals, and feedback.

- **(Manager)** Suggest language for framing [employee name]'s improvement in [skill] since the last review.
- **(Manager)** Recommend one coaching micro-goal I can set with [employee name] based on their feedback.
- **(IC)** Based on the key themes from my last performance review, what areas should I focus on for my growth?
- **(IC)** Summarize the feedback I received from my peers during the [cycle name].
- **(IC)** Are there any recurring themes, positive or negative, across multiple reviews?
- **(IC)** Show me where I've improved the most since my last review.

## AI Agent - Chat w/ Engagement

### Admins, Department Heads and Managers (honors existing permissions)

- Show my team's engagement results from the latest survey.
- What are the top engagement drivers for my department or team?
  - What can I do about them?
- What's our participation rate and response count for my team?
- Based on my Team's last engagement survey, what were our lowest scoring areas?
  - What can I do about them?
- How does my org's engagement compare to the company average?
- Which themes improved the most in our last engagement survey?
- Summarize the main themes from comment trends this quarter.

## AI Agent - Chat w/ Grow

- **(Manager)** What are my direct report's growth areas?
- **(Manager)** Does my direct report have incomplete growth area actions?
- **(Manager)** I want to invest in a training for my team. Based on growth areas, what should the training focus on?
- **(Manages)** My direct report wants to move up and become an [level]. What are some talking points I should focus on to support their development?
- **(IC)** What are my growth areas?
- **(IC)** What's one skill I should focus on to get ready for promotion?
- **(IC)** Have I completed any growth areas yet?
- **(IC)** How can I prepare for a growth conversation with my manager?
- **(IC)** What competencies do I need to move from [current level] to [next level]?
- **(IC)** What are the levels in the [role] job track?
- **(IC)** What are three follow-up questions I can ask my manager about my growth?
- **(IC)** Suggest one small action I can take this week to grow in [skill or track].

## AI Agent - Take Actions

The Lattice AI Agent now helps you take action directly in the tool. Users can **create and manage 1:1 talking points**, **request or provide feedback**, and **draft or comment on updates**—all within the search bar.

- Request feedback from Jamie on my presentation last week.
- Add a taking point for my next 1:1 with Alex about Q1 priorities.
- Create an update draft about progress on the product roadmap.
- Draft constructive feedback for [employee name] about [situation], using our company values as a guide.
- How can I recognize [employee name]'s recent contributions to [project] in a meaningful way?
- Turn this feedback into a growth area for [employee name].
- Rewrite this feedback to sound more balanced and motivating.
- Draft a note sharing what I learned from my last project and how I'll apply it.
- Draft a short update celebrating my progress in [skill/goal].

**Documents to consider loading into the Agent's Knowledge Vault to ensure responses match your culture and language around development and performance:**

1. Employee handbook / HR policies
2. Career / Grow tracks
3. Benefit guides
4. Office information
5. Career development programs
6. Compensation philosophies
7. Manager best practices
8. Talent processes
9. Onboarding/New Hire Guides