State of Idaho AI Guide: Get Better Results from AI

Companion to your Idaho State Employee AI Quick Reference Guide

Before You Start: Safety Check

Use your Idaho AI Quick Reference Guide to verify:

1. The AI tool is on your agency's approved list
2. You're using only public or non-sensitive information
3. You're logged in with your email account

The One Thing That Will Transform Your Results

Be specific and show examples. Instead of giving vague AI instructions, be as clear as you would with a new employee.

- **Vague**: "Write an email about the policy."
- **Specific**: "Write a 2-paragraph email to county clerks about the new records retention policy. Professional tone. Include the March 15 deadline and link to the full policy on our website."

Ready-to-Use Prompt Templates

Example 1: Professional Emails

- Write a [short/medium] email to [recipient] about [topic]
- Tone: Professional and helpful
- Include: [specific details they need]
- End with: [clear next step]

Example 2: Document Summaries

- Summarize this public document in three bullet points for [audience]
- Main change or announcement
- Who it affects
- Required action and deadline

Example 3: Public Communications

- Write a public notice about [topic] for Idaho residents
- Use simple, clear language
- Include: what's happening, when, how it affects them, and where to get more info
- Keep under 150 words

Copy This Starter Prompt Template

- You are helping an Idaho state employee write [type of content]
- Audience: [who will read this]
- Purpose: [what you're trying to accomplish]
- Tone: Professional and clear
- Include: [specific requirements]
- Format: [how you want it structured]

Quick Fixes for Common Problems
- Too generic? → Add your specific agency context
- Wrong tone? → Specify "for internal staff" vs "for public"
- Missing key info? → End with "Must include [specific details]"

Your Responsibility Checklist
After AI gives you results:

1. Review content for accuracy and appropriateness
2. Verify any facts, dates, or policy references
3. Mark the content as "AI-assisted" or "AI-generated" per state requirements
4. Check that it follows your agency's style and templates

Start Simple
1. Pick one basic task (like drafting an email)
2. Use a prompt template from the previous section
3. Try it with non-sensitive information first
4. Review and edit the results
5. Mark as AI-assisted before using

When to Ask for Help
Contact your Agency IT Liaison if:

- You're unsure if the information is appropriate for AI
- AI produces biased or inappropriate content
- You accidentally included sensitive information
- You need clarification on approved uses

Remember: AI helps you write faster, but you're still responsible for the final content. Your expertise and judgment are essential.

Want to Learn More?
For advanced techniques and detailed examples, see the Resources tab on the ITS website at https://www.its.idaho.gov/ai/#resources.