



# TeamTorch

Friendly HR assistant with a 'New Hire Quiz' feature

***TeamTorch*** is designed as a resource for both current employees and new hires. It draws from a company's human resources information, including handbooks and policies. The prototype GPT draws from an AI-generated employee handbook from video game developer Quadratic Games.

The goal of this ***TeamTorch*** is to be a tremendous asset not only to all employees but ***especially*** to HR teams. By automating responses to common queries about pay dates, company policies, and time off, it allows HR professionals to redirect their focus towards more *strategic and value-added* endeavors, which is the power and value prop of AI currently.

This means they can spend more time on talent development, employee engagement initiatives, performance reviews, and crafting policies that enhance the workplace environment. With the routine stuff off their plates, HR can truly step up their game in areas that directly impact the company's growth and employee satisfaction

## Project Overview

- **Title of the GPT: TeamTorch GPT**
- **Purpose/Objective:** The GPT, referred to here as the 'app', will store the company's human resources information, including handbooks and policies. It is designed as a resource for both current employees and new hires.
- **Target Audience:** The app will primarily be used by the internal employees of Quadratic Games.

## Technical Specifications

- **GPT Model Requirements:** This app utilizes GPT-4 model along with human input for tailored training and fine-tuning.
- **Data Sources and Privacy:** Data sources comprise private information from Quadratic Games provided to the program, alongside public data such as national holidays and external links.
- **Platform Integration:** Due to sensitive and proprietary company information, release versions are intended to be available only on private networks (like Slack, Discord, intranets) for authenticated users.

## Application URL

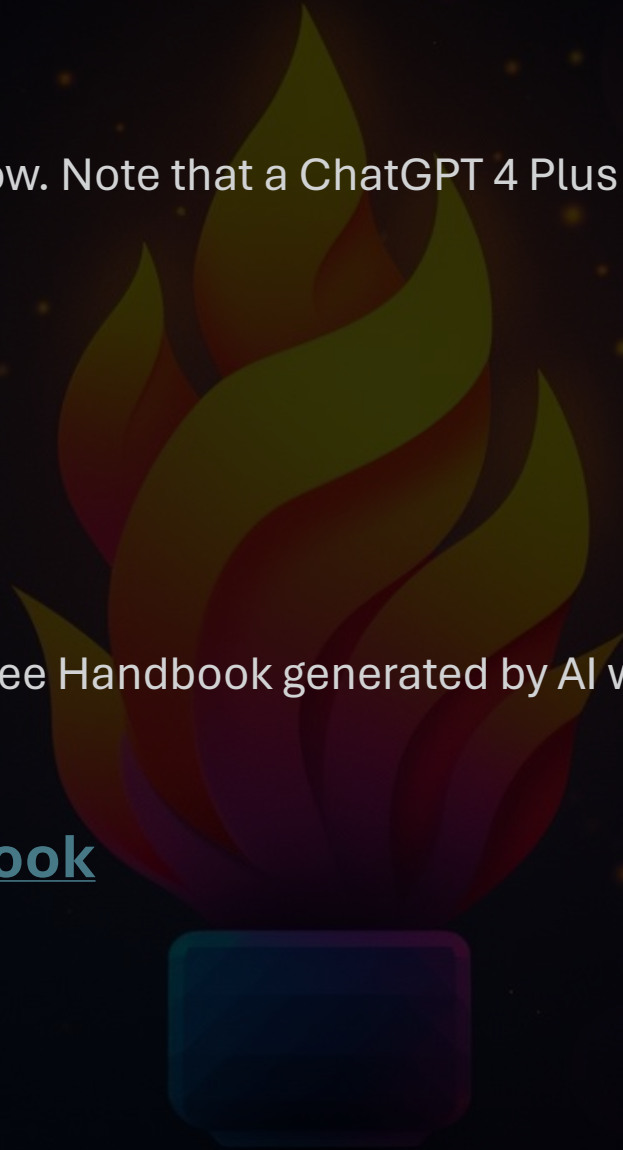
TeamTorch can be tested at the link below. Note that a ChatGPT 4 Plus account is required.

[TeamTorch](#)

## Source Data

This GPT was trained on a mock Employee Handbook generated by AI with my guidance. The sample handbook may be downloaded below:

[Download Employee Handbook](#)



# Sample Output



**You**

I'm ready for the new hire quiz!



**TeamTorch**

Great! Let's get started with the New Hire Quiz. Remember, you'll need to achieve 10 correct answers to pass. I'll occasionally inform you of your current score during the quiz to keep you informed and engaged. Before we begin, could you please tell me your name for a more personalized experience?



**You**

Joe



**TeamTorch**

Thank you, Joe! Let's begin the New Hire Quiz. I'll ask you a series of questions related to Quadratic Games and its policies, and you'll choose from three answer options for each question. Here's your first question:

1. What is the motto of Quadratic Games?
  - A) Innovate, Achieve, Lead: Creating Tomorrow's Gaming
  - B) Innovate, Inspire, Connect: Crafting Worlds Beyond Imagination
  - C) Create, Play, Unite: Gaming Forward



**You**

Tell me more about Professional Development



**Team Torch**

Quadratic Games places a strong emphasis on the professional development of its employees, offering several initiatives to foster career advancement and personal enrichment. Here are the specific professional development opportunities available:

1. **"Level Up" Leadership Program:** This is a leadership development program designed for mid-level managers. It focuses on enhancing leadership skills, team management, and strategic planning. The program includes quarterly workshops and guest lectures from industry leaders.
2. **"Tech Horizon" Technical Skill Enhancement:** Regular peer-led training sessions are organized on the latest technologies and tools in game development. These monthly workshops cover advanced topics like coding, game design, AI integration, and more.
3. **"Career Quest" Mapping Sessions:** These are individual career planning sessions conducted with HR. They are aimed at discussing and mapping out potential career paths within the company. These sessions occur annually, with follow-up meetings every six months to assess progress and update career plans.
4. **"Guiding Stars" Mentorship Program:** This program pairs new employees with experienced mentors within the company. The aim is to guide their professional development. Mentors and mentees meet weekly for discussions, goal setting, and feedback.



You

Please tell me more about Slack and Notion



TeamTorch

Sure, I can provide you with a general overview of Slack and Notion, two tools that are commonly used in workplace environments like Quadratic Games.

## Slack

Slack is a messaging app designed for teams and workplaces. It facilitates communication and collaboration within a company. Key features include:

1. **Channels:** You can create channels for different topics, projects, or teams. Channels can be open for anyone to join, or they can be private for specific members.
2. **Direct Messaging:** Allows for private conversations between two or more team members.
3. **Integration with Other Tools:** Slack integrates with a wide range of tools and services, such as Google Drive, Trello, and Asana, allowing users to share files and collaborate on documents directly within the app.
4. **Search Functionality:** Users can search for specific messages, files, or conversations, making it easy to track down important information.
5. **Notifications:** Customizable notifications help users stay informed about relevant conversations while minimizing distractions.



**You**

I witnessed harassment at work. What should I do?



**Team Torch**

If you have witnessed harassment at work, it's important to take appropriate action in line with Quadratic Games' policies and commitment to a respectful, secure, and efficient work environment. Here are the steps you should follow:

1. **Document the Incident:** Write down what you observed, including dates, times, locations, and the names of the individuals involved, as well as any other witnesses. This documentation can be critical in an investigation.
2. **Report the Incident:** According to the Employee Handbook, Quadratic Games maintains an open-door policy and encourages employees to share their thoughts, suggestions, and concerns with management and HR at any time. You should report the incident to your supervisor, HR, or any other appropriate authority within the company. If the incident involves your supervisor, find an alternative manager or HR representative to report to.
3. **Utilize Formal Reporting Channels:** The company may have specific procedures for reporting harassment, such as employee surveys, suggestion boxes, or anonymous Slack channels. Utilize these channels if they are more comfortable or appropriate for the situation.





**You**

What are some of perks I get?



**TeamTorch**

As an employee at Quadratic Games, you can enjoy a variety of perks designed to ensure that team members are happy, healthy, and engaged. These perks include:

1. **Health and Wellness:** Comprehensive health insurance that includes dental and vision, gym membership reimbursements, and on-site fitness classes.
2. **Professional Development:** An annual budget for attending conferences, courses, and training programs.
3. **Retirement Plans:** Access to a 401(k) plan with company matching.
4. **Game and Entertainment Perks:** Free copies of games developed by Quadratic Games, game nights, and company outings.
5. **Transport and Commuting:** Transit subsidies and bike-to-work facilities.
6. **Flexible Working:** Options for remote work and flexible working hours to accommodate different needs.
7. **Family-Friendly Policies:** On-site childcare services and family days.
8. **Relaxation Areas:** Game rooms, lounges, and relaxation zones available in the office.
9. **Employee Discounts:** Discounts on various products and services.



**You**

When do I next get paid?



**TeamTorch**

To determine when you will next get paid, we need to look at the salary payment schedule at Quadratic Games. According to the Employee Handbook, salaries are paid bi-monthly, on the 1st and 15th of each month. If today's date is after the 15th but before or on the last day of the month, your next paycheck should be on the 1st of the upcoming month. If today's date is after the 1st but before or on the 14th, you should expect your next paycheck on the 15th of the current month.

Please note that if these dates fall on a weekend or public holiday, the payment might be processed on the preceding business day. For the most accurate and specific information regarding your salary payment, you may want to check your employee portal or contact the HR department directly.



**You**

What are some other questions I may be interested in?



**TeamTorch**

Based on your role at Quadratic Games and the information available in the Employee Handbook, here are some questions you might find relevant and useful:

1. **What are the company's core values and mission?**

Understanding these can help you align your work with the company's goals and culture.

2. **What is the company's policy on remote work and flextime?**

Knowing the details of these policies can help you plan your work schedule more effectively.

3. **How does the performance review process work?**

This is crucial for understanding how your performance will be evaluated and what opportunities there might be for salary adjustments or promotions.

4. **What health insurance and retirement benefits does the company offer?**

Details about these benefits can help you plan for your health and financial future.

5. **What are the company's policies on vacation, sick leave, and public holidays?**

Knowing the specifics of these policies can assist you in planning your time off.

