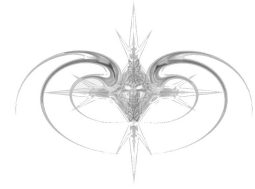


### **Recruitment Specialist**

Serves as Human Resource and recruitment support for the team. Engages with applicants and staff. Conducts investigations of paranormal phenomenon using scientific methodology with a focus to debunk strange occurrences. Conducts investigation of client locations using EMF meters, audio/video recording devices, digital cameras and other applicable equipment. Examines evidence obtained during the investigation for identification and analysis. Reports findings of evidence from investigations to Tech Manager and/or management team. Performs any duties necessary as assigned by management.

1. Provides Human Resource support for the team.
2. Reviews applications, conducts phone interviews and coordinates face to face interviews with potential applicants with upper management. Provides follow-up to all applications.
3. Evaluates potential new hire staff and oversees the evaluation of investigators in coordination with Lead Investigator.
4. Assists Lead Investigator with tracking attendance, training, and participation (engagement) of staff. Produces reports for upper management review on current staffing issues / statistics.
5. Assists senior management in staff engagement activities.
6. Investigates client location and attempts to debunk client's claims or document paranormal activity.
7. Assists in setup/breakdown of equipment at client location under the direction of Lead Investigator / Tech Manager or above.
8. Reviews evidence recorded with personal equipment and submits findings. Will be required and assigned to assist Tech Manager with review of evidence with group equipment. Will be responsible for meeting assigned deadlines set by Tech Manager for evidence review.
9. Participates in average of one (1) case per month during each calendar year. Also required to participate in 80% of interviews, meetups, events, conference calls, team meetings and other team related activities.
10. Required to participate in annual continuing education as directed by management.
11. Follows the direction of Director / General Manager and assists in duties as assigned. (Also follows position description requirements of Investigator) Position serves as investigator on cases.



Position Reports to: Recruitment Manager

Job Description last reviewed: **3/17/2015** (Previous Revisions - 10/17/2013, 1/25/2011)

All positions with Carolina Paranormal Society are volunteer positions. There is no compensation at all. Time and materials necessary to participate with Carolina Paranormal Society are donated at your personal expense. Accepting a position with Carolina Paranormal Society binds you to the By-Laws and Terms of Membership of the group. There is a \$200 refundable deposit required to join Carolina Paranormal Society for all positions. Please review the Carolina Paranormal Membership Terms and Deposit Agreement Information pages at <http://www.carolinaparanormal.com>

Carolina Paranormal Society