

HIRING OF IAFT GRADUATES

Document Code	Issued by	Revision	Page
HR-GP-0907	Human Resource	00	1 of 2

1.0. PURPOSE

To establish a standard procedure pertaining to acceptance of graduates of the International Academy of Film and Television (IAFT) under Bigfoot's Internship Program when there is a need to augment staff for Bigfoot Studios, its projects or affiliates.

2.0. SCOPE

- 2.1 All IAFT graduates of the Diploma Program in Filmmaking.
- 2.2 Those who took modules of less than the one-year program. Hiring shall be done according to the student's experience and capabilities and shall be paid per the entry rate for whatever position the student is being considered but should not be higher than the Internship package otherwise, offer should be equal to that of an Intern.
- 2.3 Current students who are on break or on a leave of absence from the school may be considered for hiring at entry-level rate of the position.
- 2.4 Recipients of scholarships or discount promos would be hired based on or according to the specifications in the agreement with IAFT.

3.0. IMPLEMENTING GUIDELINES

3.1 Screening Process

- 3.1.1 Interested students/referred candidates are required to submit the following to the recruitment in-charge of the Human Resource Department (HRD):
 - 3.1.1.1 updated and comprehensive resumé
 - 3.1.1.2 recommendation letter from the Program Director of IAFT noted by the Executive Director
 - 3.1.1.3 portfolio and/or reel
- 3.1.2 HRD shall then screen and/or interview the applicants based on the following criteria:
 - 3.1.2.1 school records
 - 3.1.2.2 portfolio and/or projects
 - 3.1.2.3 relevant experience
 - 3.1.2.4 attitude
- 3.1.3 HRD shall recommend qualified applicants to the requesting department with pre-approved additional staff or Intern requirement.

- 3.1.4 The head of the requesting department conducts further screening and meets qualified applicants for an interview.
- 3.1.5 Selected applicant shall then be endorsed to the HRD where recruitment in-charge shall:
- 3.1.5.1 Conduct reference check
 - 3.1.5.2 Prepare internship contract
 - 3.1.5.3 Seek final approval of the CEO/Chief, as needed

3.2 Orientation and Placement

- 3.2.1 Intern shall accomplish necessary paperworks and shall be required to undergo a medical exam in an accredited laboratory of the Company.
- 3.2.2 A Company orientation handled by HRD shall be given on Intern's start date.
- 3.2.3 Intern shall then be endorsed to assigned department after the orientation.

3.3 General Conditions of the Internship Program

- 3.3.1 Length of internship shall be six (6) months.
- 3.3.2 Intern shall be subject to all the established policies and procedures of the Company.
- 3.3.3 All other details of the conditions of the internship program shall be stipulated in the standard Internship Agreement/Contract.

4.0. POLICY ISSUANCE AND REVISION HISTORY

Revision	Issuance Revision		Approval Matrix				Reason
	History	Date	Dept.	Prepared	Reviewed	Approved	
Rev. 00	Establish	10/21/09	HR	Pawwee Hornido	Stephanie Manuel	Kacy Andrews	New Policy