



Mentor Recruitment and Selection Policy

1. OBJECTIVES

- 1.1 *To streamline the recruitment procedure of mentors for the filmmaking and acting programs*
- 1.2 *To set selection criteria to ensure the choice (selection) of qualified mentors*
- 1.3 *To keep an updated database of qualified filmmaking and acting mentors*

2. POLICY STATEMENT

2.1 The Program Coordinators' responsibilities are:

- *To screen and endorse eligible candidates to the Program Directors for selection*
- *To make contact with short-listed candidates*
- *To arrange phone interviews with the candidate/s, taking into account various time differences*
- *To coordinate with the Human Resources Department in the final selection and eventual hiring of a Mentor*
- *To maintain mentor database indicating pertinent personal and professional information*

2.2 The Program Director's responsibilities are:

- *To select and interview candidates for the position*
- *To recommend for approval to the CEO/COO the candidate who meets IAFT standards*
- *To forward to the HRD pertinent documents of the candidate once approval is given*
- *To propose to the qualified candidate the employment package*

2.3 The Human Resource responsibilities are:

- *To make certain that qualifications of the candidate are true and correct by conducting standard background assessments*
- *To prepare and explain the contract and execution of the same with the candidate*
- *To initiate and assist the candidate with travel and employment requirements as necessitated by Philippine Law*
- *To facilitate travel and accommodations of the new employee*

3. QUALIFICATION AND REQUIREMENTS

3.1 Candidates preferably must have:

- *Expertise in a particular aspect of filmmaking and acting including but not limited to cinematography, directing, screenwriting, non-linear editing, animation, sound recording, sound design, and directing actors.*
- *Bachelor's Degree and/ or commensurate work experience in the fields of film, media and the performing arts*
- *A minimum of two years (continuous or partitioned) teaching experience and/ or related production experience.*

3.2 Criteria for Selection

- Ability to work in a cross-cultural setting
- Classroom management
- Teaching and mentoring ability

4. INTERVIEW AND HIRING PROCEDURE

RESPONSIBILITY	STEP	ACTIVITY
Program Coordinator	1	Maintains database of applicants/potential mentors for filmmaking and acting.
	2	Sends applicants' CVs to the Program Directors for screening and short-listing.
Program Director	3	Sends short listed applicants to the Program Coordinator for interview schedule.
Program Coordinator	4	Contacts applicants and sets-up interview
Program Director	5	Interviews candidates
	6	Seeks approval from CEO/COO on hiring qualified applicants.
	7	Makes job offer to the approved applicant and endorses to Human Resource department.

Human Resource	8	Makes a series of background and reference checks on the new mentor.
	9	Prepares contract and discusses it with the new mentor.
	10	Coordinates with the new mentor on visa, passports and other immigration requirements.
	11	Facilitates travel arrangements and accommodation for the new mentor.