

Fourth PD Open Call

Matching & Verification

Agenda



- International Update
- Network Updates
- Verification
- Verification Criteria
- AI and Applications
- Questions

Update from ELSA International



- Busy month with ICM Prep
- A lot of work supporting ELSA Traineeships
- NCMs
 - ELSA Hungary
 - ELSA Norway
- Headed off to NOM!

Network Updates



- How are you doing?
- How was Job Hunting?
- How confident are you with your PD Knowledge now three months in?
- Are you ready for and taking part in ICM?

Verification of TAFs

(how to not die)

Overview



- Verification in a nutshell
 - Why Verification is important
 - Your Job as a VP PD
- Verification Criteria
 - Education Level (Study Level)
 - Languages Skills
 - Legal Skills and proof
 - Motivation Letter(s)
 - CV

Verification

What is Verification



Verification is the process through which all applications to ELSA Traineeships are subjected before being presented to the TNP (Traineeship Provider)

- done by Local Officers, National Officers and the ELSA Traineeships EIT
- all TAFs need to be reviewed, and accepted/declined by the Local and/ or National Officers in the SOS
- Local Officers are the first in line, closest to the applicant

Why Verification is important

- Maintain quality standards for the programme by only allowing the higher quality applications and potentials trainees to be sent to the TNP
- improves overall quality of applications
- saves applications from getting eliminated
- eases the Matching process for the EIT

Your Job

- You help the applicants to have the best possible application
 - You need to reach out to them through email, calls, meetings
 - Tip: set deadlines so YOU have enough time
- Keep an eye on the SOS throughout the whole SH period
- Your deadline is the «Internal Student Hunting Deadline»
 - All applications that are verified late will **not** get processed
- Leave a comment in the comment section in the SOS

Verification Criteria

Verification Criteria

If an application scores 0 in any category, it must be rejected. The maximum score is 30.

Points	Motivation Letter	CV	Legal Skills	Language Skills	Proof of Legal Skills
0	No ML	No CV	0% - 59% Match	Does not possess the requirement.	No Proof
1	Very poor ML, one sentence	Very poor CV, one sentence.	60% Match	Possesses required language	Basic description
2	Poor ML, less than five sentences	Poor CV, less than one page, with errors	70% Match	Exceeds skill level on required languages	Excellent description
3	Below average ML, between five and ten sentences with spelling/grammar mistakes	Below average CV, errors, non-English elements etc.	80% Match		
4	Average ML, one to two paragraphs. Generic content, some spelling/grammar mistakes	Average CV, little formatting but largely error-free	90% Match		
5	Mid-range ML, generic, possibly copied, good spelling/grammar	Mid-range CV, few errors, consistent format	100% Match		
6	Above average ML, relevant content, shows customisation, little to no spelling/grammar mistakes	Above average CV, well-formatted, little to no errors.	Exceeds skill level on required legal skills.		
7	Good ML, relevant content and specific to the TNP, not copied, no evident spelling/grammar mistakes	Good CV, formatted very well, no errors			
8	Very good ML, specific to TNP with clear customisation, well-formatted, no spelling/grammar mistakes	Very good CV, only relevant information, no errors			
9	Outstanding ML, relevant, customised with a clear application of skills to the requirements of the TNP	Outstanding CV, shows customisation for ET and no errors			
10	Flawless ML, excellent format, no errors, shows extensive research of the TNP and clear application of skills.	Flawless CV			

Verification Criteria

Membership and Internationality



- absolute requirements
- only members of ELSA can participate in ELSA Traineeships
- no substantial link between the country the trainee resides and the country the traineeship will take place
 - problem with exchange students and international students
- TN-EI is open to everyone

Education Level (Study Level)

- absolute requirement
- must be met at the time the traineeship starts
- contact the trainee if unsure and leave a comment
- problem with differentiations between Bachelor and Masters
 - go by (1) your Internal Guidelines (2) the Bologna System:
 - 180 ECTS = Bachelor
 - +90 ECTS = Master

Language Skills

- Absolute requirement; only languages the TNP wants
- Basic: A1-A2; Good: B1-B2; Fluent: C1-C2
- Verify that the applicant possesses the skill through CV/certificates/study path/
a call

LANGUAGE SKILLS REQUIRED

English - Fluent

OR

Russian - Fluent

OR

Turkish - Good

LANGUAGE SKILLS REQUIRED

English - Fluent

AND

Russian - Fluent

OR

Chinese - Fluent

Legal Skills and Poof

- at least 60% of legal skill required
 - only the skills the TNP wants are relevant
- proof of legal skills is an absolute requirement
 - see next slide
- Skills:
 - General: bachelor module
 - Advanced: bachelor + master module/ SELS/WELS/thesis/papers...

Examples

Legal skills

Legal skill 1	Human Rights Law - Advanced
Legal skill 2	Public International Law - Advanced
Legal skill 3	Administrative Law - General
Legal skill 4	Arbitration - General
Legal skill 5	Civil Law - General
Legal skill 6	Civil Procedure Law - Advanced
Legal skill 7	Commercial Law - General
Legal skill 8	Company Law - General
Legal skill 9	Comparative Law - General
Legal skill 10	Competition and Economic Law - General
Legal skill 11	Constitutional Law - General
Legal skill 12	Contract Law - General
Legal skill 13	Criminal Law - Advanced
Legal skill 14	Environmental Law - General
Legal skill 15	Family Law - General
Legal skill 16	Financial Law - General
Legal skill 17	Industrial & Intellectual Property Law - General
Legal skill 18	Information Technology Law - Advanced
Legal skill 19	Private International Law - Advanced
Legal skill 20	Tax Law - General

Proof of legal skills

Human Rights Law, Public Private-International Law- Advanced:
Completed a compulsory module in law school. Worked at [REDACTED]
[REDACTED] and working for these areas [REDACTED]
Criminal Law- Advanced: Completed a compulsory module in law
school [REDACTED]
criminal law in [REDACTED] Civil Procedure Law-Advanced:
Completed a compulsory module in law school. Worked [REDACTED]

Legal skills

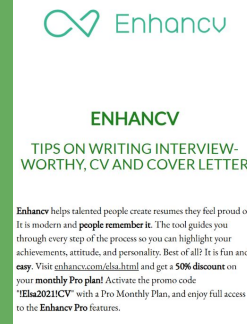
Legal skill 1	Commercial Law - Advanced
Legal skill 2	Company Law - Advanced
Legal skill 3	Contract Law - Advanced
Legal skill 4	Industrial & Intellectual Property Law - Advanced
Legal skill 5	Information Technology Law - Advanced
Legal skill 6	Mergers and Acquisitions - Advanced
Legal skill 7	Civil Procedure Law - Advanced
Legal skill 8	Labour Law - Advanced
Legal skill 9	Tax Law - Advanced
Legal skill 10	Environmental Law - General
Legal skill 11	Private International Law - Advanced
Legal skill 12	Public International Law - Advanced
Legal skill 13	Human Rights Law - Advanced
Legal skill 14	Property Law - General
Legal skill 15	Administrative Law - Advanced
Legal skill 16	Criminal Procedure Law - Advanced
Legal skill 17	Criminal Law - Advanced
Legal skill 18	
Legal skill 19	
Legal skill 20	

Proof of legal skills

Completed a compulsory module in law school in all of the
afformentioned above.

Motivation Letter

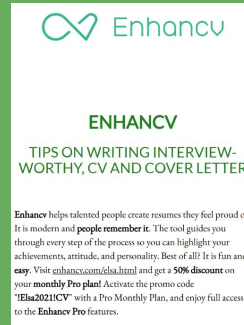
- absolute requirement
- in English (name and places are exceptions)
- look out for spelling mistakes (the European Law Student's Association) and formatting issues
- ELSA has an offer for enhancing your ML
- ML(s) need to be individualised
 - no copy paste ML, no copy paste structures
 - there is another issue..



AI generated ML

CV

- absolute requirement
- in English (name and places are exceptions)
- look out for spelling mistakes (the European Law Student's Association) and formatting issues
- only relevant information (drivers licence, listing of published materials)
 - problem with Europass CV
- ELSA has an offer for enhancing your CV



Useful Documents



- ELSA Traineeships Calendar
- ELSA Traineeships Handbook
 - Verification and Student Hunting Section
 - Q&A's
- Internal Guidelines

SOS Account



- if the National Officer has lost its credentials- contact me
- if a Local Officer has lost its credentials- contact your National Officer
- do not change anything in the portal (besides correcting applications)
 - No change of time zones/language please!

Questions?
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