

Hunting to Hire

How to sell ELSA Traineeships to firms

Introduction to ELSA Traineeships

What is ELSA Traineeships?



The oldest **flagship project** of ELSA, contributing to the legal education of **tens of thousands** of law students and young professionals since ELSA's inception.

Operates in two cycles:

- One cycle beginning in November
- One cycle beginning in April/May

The ELSA Traineeships Calendar



ELSA Traineeships Calendar 2025/2026												
	August	September	October	November	December	January	February	March	April	May	June	July
JOB HUNTING	Throughout the year		Job Hunting Deadline: 27th Oct 2025	Throughout the year				Job Hunting Deadline: 25th Mar 2026	Throughout the year			
PROMOTION	Throughout the year		Pre-Launch: Oct 2025	Countdown: 27th Oct - 3rd Nov 2025	Throughout the year			Pre-Launch: Mar 2026	Countdown: 25th Mar - 2nd Apr 2026	Throughout the year		
STUDENT HUNTING	Throughout the year			Launch: 3rd Nov 2025	Throughout the year				Launch: 2nd Apr 2026	Throughout the year		
				External Student Hunting Deadline: 30th Nov 2025					External Student Hunting Deadline: 30th Apr 2026			
									Internal Student Hunting Deadline: 7th Dec 2025			
MATCHING					Matching: 8th - 14th Dec 2025					Matching: 11th - 17th May 2026		
SELECTION						Selection Deadline: 12th Jan 2026					Selection Deadline: 1st Jun 2026	
						Results Published: 16th Jan 2026					Results Published: 5th Jun 2026	
RECEPTION	Throughout the year						Earliest Start Date: 6th Feb 2026	Throughout the year				Earliest Start Date: 1st July 2026
EVALUATION	Throughout the year											

Historic Development of the Cycles

ELSA Traineeships Development



The process of Job Hunting:

1. Making an overview over your target firms
2. Reaching out to firms
3. External Relations in PD
4. Selling ELSA Traineeships' main selling points
5. Receiving a positive response
6. Filling the TSF
7. Evaluation of Job Hunting / Database

What is Job Hunting?



The act of finding potential **Traineeship Providers** for ELSA Traineeships.

This can be any kind of institution or firm that provides some form of **legal work**.

This step (pd) is an important part early in the process of ELSA Traineeships.

No Traineeship Providers = No ELSA Traineeships!

Identifying your target firms

Which firms are **most interested** in European students in your country?

- Public institutions?
- NGOs?
- Law firms?
- Others?

Each National Group knows their audience the best

Reflect on what **skill sets** and **advantages** a European law student brings

Quality standards:

Certain requirements for Traineeships:

- “Law-related” + “non-political”
- At least duration of 10 days
- Certain limitations on legal skills
- Remuneration requirement
 - Cost of Living Database
 - Half of the cost of living
- Certain exceptions to requirement:
 - Volunteer organisation
 - Remuneration is prohibited by law
 - Benefit to ELSA outweighs the lack of remuneration

Article 4. Quality Standards

4.1 Quality standards of ELSA Traineeships relating to Traineeships shall be published and revised annually by ELSA International and include at least the following:

- a. Traineeships may be offered in any law-related and non-political area.
- b. Traineeships shall last at least 10 working days.
- c. Traineeships available for undergraduate Applicants shall require at most two advanced legal skills and three general legal skills, unless a valid reason exists (e.g. the offered rate of remuneration, high reputation of the Traineeship Provider) at the discretion of ELSA International.
- d. Traineeships shall provide remuneration in monetary and/or non-monetary form in the amount covering at least half of the general cost of living in the respective country for the duration of the traineeship. Remuneration shall be provided by the Traineeship Provider and/or the hosting National Group, and/or ELSA International.
 - i. General cost of living shall be calculated to include meals, and travel costs from the accommodation to the Traineeship location and should strive to cover the accommodation cost.
 - ii. ELSA International shall create and maintain a database of the provision of the cost of living. ELSA International shall request National Groups to update the information on this database on the first State of the Network Inquiry of the term. The National Groups shall provide ELSA International with the necessary and accurate information to update the database.
- e. Traineeships may be unpaid at the discretion of ELSA International if:
 - i. the Traineeship Provider mainly employs volunteers;
 - ii. providing remuneration to Trainees is prohibited by law; or
 - iii. the benefit to ELSA outweighs the lack of remuneration.

If you could have **any organisation as
a TNP, which one would you pick?**

Task: Reflect on which organisations are most interested in European students in your country, and make a **prioritised list** of them

Contacting Procedures

Contact Approval Forms

Questions to ask:

1. Is the third party an institutional or corporate contact?
2. Is the third party an international or national contact?
3. Does an exception apply?

Institutional or Corporate Contact?

Institutional Contact	Corporate Contact
Governmental or non-governmental organisations, public administrations, private institutions, and universities or other higher education institutions	Law firms and other companies

International or National Contact?

	National	International
Corporate	Situated in less than 5 countries; national and local branches	Situated in 5 or more countries; national and local branches; in a country with no ELSA Group present
Institutional	Active only within 1 country or on behalf of 1 country; in a country with no ELSA Group present	Act in more than 1 country and represent the headquarters or the highest respective office of a certain field of activity of an institution; national and local branches

Time to see if you paid attention...

What type of contacts are these examples?

1. Council of Europe
2. Dentons Europe LLP's office in Frankfurt am Main
3. Swiss Embassy in London

What about exceptions to CAFs?

1. to obtain materials or products intended for promotion free of charge
2. to obtain professional services as a customer
3. to request a visit to institutions that offer the possibility of **public visits**

→ no need to request contact approval

Tired of all the CAFs?

Remember BEE is a supporting
area after all...

Key selling points to TNPs

1. Recruitment Potential
2. Flexibility & Administration
3. Brand Recognition & Reputation

1. Recruitment potential

Talent Recruiting



- Short-listed by ELSA
- Cross-European students
- High-quality applications
- Potential to employ after Traineeships
- Biggest pool of European law students

2. Flexibility & Admin

Flexibility & Administration

- Can customise language criteria
- Can customise legal skills criteria
- All administration done by ELSA
- Simple participation is an advantage

3. Brand visibility & reputation

Brand Visibility and Reputation



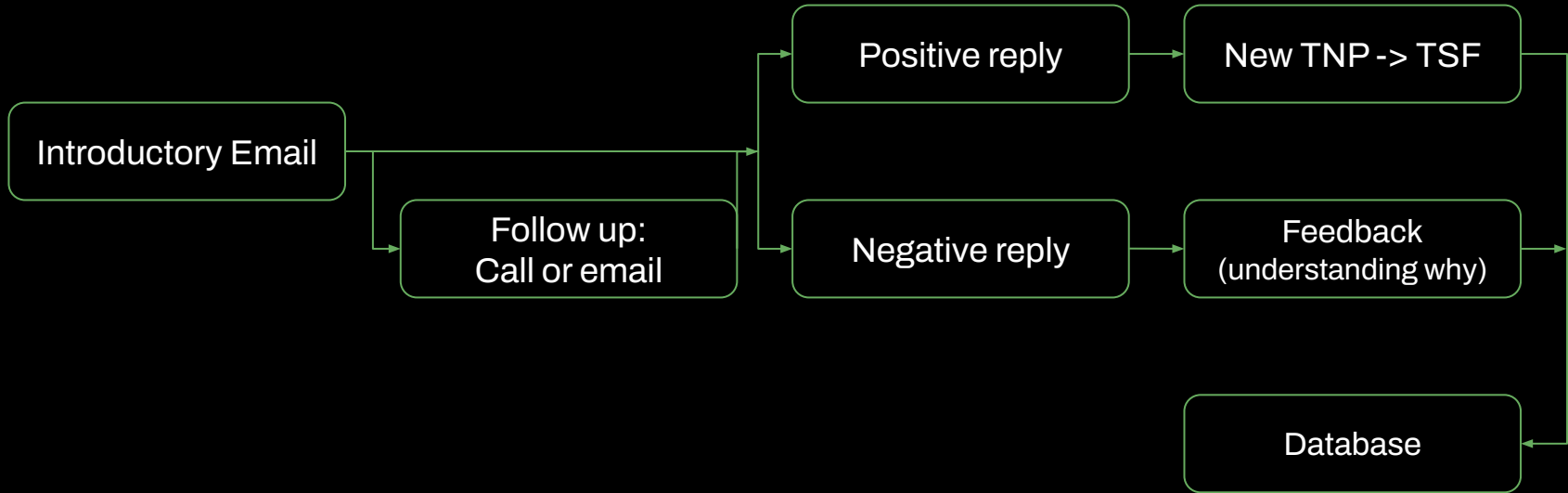
- ELSA Traineeships has 10 000+ sessions per cycle
- Over 2 000 applicants and over 200 Traineeships per year
- Brand Recognition in the world's largest law student association
- Potential to decide on further cooperation
 - Custom Workshops as part of the deal?
 - Curriculum Vitae or Motivational Letter Writing PD WS

Most important:

Understanding the mutual value

Reaching out to TNPs

The process of outreach



Keep in mind when reaching out:



1. Introduce yourself
2. Introduce ELSA
3. Key selling points
 - a. Recruitment
 - b. Flexibility
 - c. Visibility
4. Encourage further communication
5. Professional signature

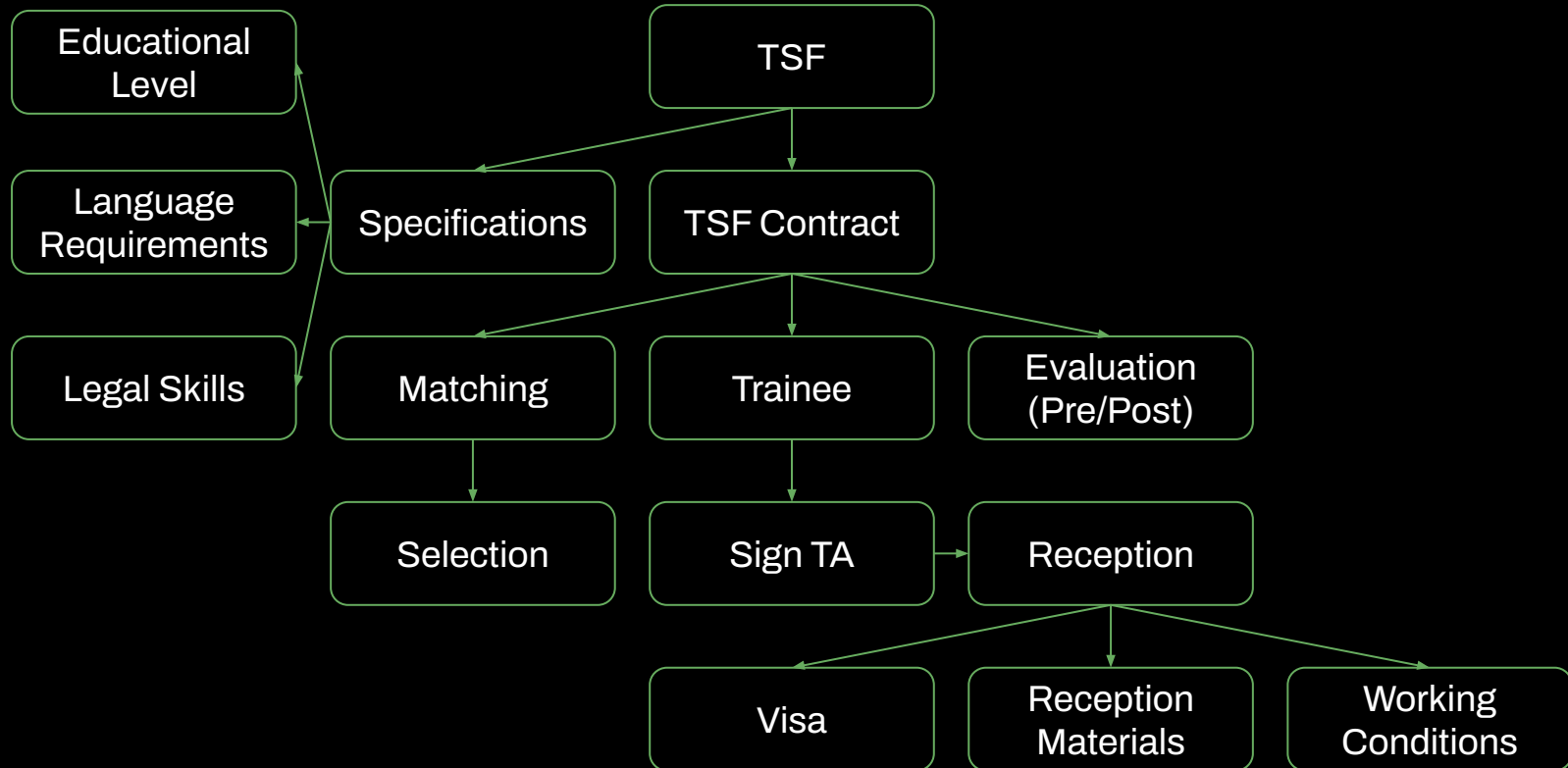
When you have your foot in the door...

1. Make sure to appear professional
 - a. Behaviour
 - b. Appearances
 - c. Show up prepared!
2. Focus on the selling points
3. Use the time to explain more in detail
4. Try to sell **other cooperation** with ELSA too
5. Do not use ELSA language (TSF, TAF, etc.)

When you receive a positive response

- Assist with filling in the TSF
- Offer to do it for them, provided they give you the details
- Go through the form if you have a physical meeting
- Again, encourage other collaboration

Life Cycle of a Traineeship Provider



Evaluation & Tracking Information

Keep everything in a database

Make sure to keep a national database on the job hunting conducted

- Professionality
- Keeping track on who contacted
- Delegating labour effectively

If including local groups - section on who does which

Understanding why



Always good to ask the firms what they appreciate or not with ELSA Traineeships

Traineeship Evaluation Form - For the Traineeship Providers

Positive response -> Lessons for what to keep doing

Negative response -> Consider how you can approach it differently

Cooperation with your boardies

Cooperation with other areas (1%)

Presidents:

- Contact Approval Forms
- Negotiation strategies
- Creation of External Databases / Partnerships Databases
- Go to meetings together
- Promotion to the existing partners

Cooperation with other areas (%)

Secretaries General:

- Creation of a Job Hunting Database
- Organising internal documents / administration
- Recruitment events with SecGen
- Regulation compliance / GDPR
- Communication with the Alumni

Cooperation with other areas (%)

Treasurers:

- Research Grant possibilities for Trainees
- Creation of a Professional Development Budget

Cooperation with other areas (%)

Marketeers:

- Promotion of ELSA Traineeships
- Material Creation
 - Translation of ELSA International Materials
 - Own Media Cards for promoting Traineeships
 - Other Materials

Cooperation with other areas (5/5)

Key Areas:

- Joint Partnership Approaches
- Promotion of ELSA Traineeships during their own events
- Exchange of internal/external contacts

Any questions regarding Job Hunting?

Thank you for attending

End of the Hunting to Hire Workshop