

1. Foreword

You are reading the **STEP Tutorial**, the step-by-step guide into the world of the Student Trainee Exchange Programme (STEP), one of the Key Areas and Flagship Projects of ELSA.

This Tutorial is for both new STEP Officers as well as Officers of other Areas wishing to grasp the technicalities of STEP in a nutshell.

For your convenience, please see below a glossary of **STEP terminology and abbreviations**:

EF	Evaluation Form
EI	ELSA International
IFP	International Focus Programme
JH	Job Hunting
SAF	Student Application Form
SH	Student Hunting
SOS	STEP Online System
STEP	Student Trainee Exchange Programme
TA	Traineeship Agreement
TEF	Trainee Evaluation Form
TN	Traineeship
TNP	Traineeship Provider
TPI	Traineeship Provider's Interface
TSF	Traineeship Specification Form

In case you have any questions, do not hesitate to contact the VP STEP of ELSA International by emailing step@elsa.org.

2. STEP Calendar

One year consists of **two (2) STEP Cycles**. Each Cycle consists of the following **five (5) parts**:

JH

What? → Acquiring new TNPs in any law-related area and maintaining existing TNPs.
When? → Throughout the year.
Who? → On local, national and international levels by STEP Officers.

SH

What? → Promoting the available STEP Traineeships to both law students and young lawyers; encouraging applications.
When? → Twice a year when the applications are open (i.e. between the STEP Launch and the External SH deadline).
Who? → Mainly on local and national levels by STEP Officers.

Matching

What? → Verifying whether the applicants meet the criteria set by the respective TNPs.
When? → Twice a year right after the Internal SH deadline.
Who? → By ELSA International (cf. the STEP Trainees Team).

Selection

What? → Ranking of the matched applicants and doing the final selection of the candidates.
When? → After Matching before the Selection Results deadline.
Who? → By the TNPs on the TPI. EI informs directly the applicants who have been made an offer for a traineeship.

Reception

What? → Preparing for the Trainees arrival and integrating the Trainees during their traineeship in activities.
When? → After the Trainee has been made an offer for a traineeship and throughout the Trainee's stay in the city/country.
Who? → By the Hosting Group, i.e. the LG/NG in charge of the communication with the respective TNP.

Evaluation

What? → Collecting evaluations of the traineeships organised.
When? → After the traineeship has ended.
Who? → Both the TNPs and the Trainees complete the forms. The Hosting Group is responsible for reminding both the respective TNPs and trainees to fill in the evaluation forms.

3. STEP dates and deadlines

Each Cycle has the following dates and deadlines which are outlined in the [STEP Calendar](#) which is updated every year in August.

JH deadline

→ TSFs by TNPs must be filled in and submitted online in order for the TNP take part in the respective STEP Cycle.

STEP Countdown

→ An international marketing campaign coordinated by EI through the week before the STEP Launch.

STEP Launch

→ All the traineeships are published on the STEP website by EI, and when the application period opens.

External SH deadline

→ SAF by applicants must be filled and submitted online.

Internal SH deadline

→ STEP Officers must have verified and approved all applications by their respective ELSA members.

Selection Results deadline

→ TNPs must have completed the final selection and ranking of the applicants.

Earliest Traineeship start

→ The earliest possible start of STEP traineeships, i.e. traineeships may start flexibly any time after this date.

4. Job Hunting (JH)

How to sell STEP to external organisations:

1. Global exposure through the [STEP website](#) to a Network of over **65,000 members in 44 countries**
2. A completely **free service of streamlined recruitment** of best talent customised to the TNPs' specific needs and preferences
3. Only the **best applications fulfilling the specifications** are presented to the TNPs
4. **Internationality** of the trainees helps organisations to keep up with globalisation
5. The TNP may **interview** the short-listed applicants before making a final decision

Who to contact?

- | | |
|------------------------------------|---|
| Previous TNPs | → Evaluate their experiences and see if there is anything you can do to improve in the future. |
| Partners (general, project) | → The relevant Officer makes the initial contact and inquiry with appropriate STEP marketing materials. |
| Personal contacts | → The relevant Officer should make the initial introduction. |
| Academic contacts | → Great for the network if they put the word out on your behalf. |
| ELSA alumni | → The Secretary General may facilitate the contact. |
| Own research (legal 500) | → Research closely and personalise the contact. |

External relations regulations:

- | | |
|---|--|
| Law firms present in +5 countries with +100 legal professionals | → Permission of EI is required. |
| Companies present in +8 countries | → Cf. above |
| Organisations present in a country of another NG | → Permission of the respective NG is required. |

5. Student Hunting (SH)

How to sell STEP to students/young legal professionals

1. **You are appreciated** → Your background, set of skills and experience almost certainly matches the requirements of one of the many TNPs.
2. **Valuable work experience** → You can find opportunities aligned with your professional aspirations in various legal sectors.
3. **Cultural exchange** → You are received in the new environment by an ELSA group that helps you immerse yourself in the local culture.
4. **Competitive edge** → Having worked and lived in a different country is a good conversation starter and sets your CV apart from others.

Promotion techniques

- Workshops** → E.g. writing a good motivation letter/a professional CV in collaboration with e.g. the careers service of your university.
- Presentations** → E.g. explaining the STEP application procedure or mentioning STEP during other ELSA presentations.
- Social media** → Share EI's posts (cf. the STEP Countdown), and create your own posts (testimonials, information) and videos.
- Mailing lists** → Share information and reminders about STEP in the mailing lists of e.g. your university, student union, etc.
- Posters, flyers...** → Use the templates created by EI (cf. STEP marketing kit)

(1) The applicant fills in the SAF

- Only **ELSA members** can apply
- The SAF must be written in **English**
- **Max. three (3)** traineeships per Cycle
- Academic background
- Language skills and legal skills
- CV + motivation letter(s)

(2) Local/National STEP Officer verifies the SAF

- **The membership status** (cf. your membership records)
- **The TNP criteria** (prima facie fulfilled)
- **Evidence** of the skills (e.g. school diploma, certificates, etc.)
- **Quality control** (grammar, style, etc.)

→ **Approve in the SOS**

6. Reception of STEP Trainees

Everyone **can** and **should** be involved in the reception of STEP Trainees!

Preparation

= when the Trainee has been selected for a Traineeship, until the Trainee arrive for the Traineeship in the respective location thereof

The Trainee

- Put the Trainee in touch with the TNP
- Ensure the Trainee fills in the TA
- Send more information about the traineeship, the TNP, the city, etc.
- Assist with administrative issues (e.g. visa, insurance, work permit, taxes, etc.) and accommodation
- Inquire when/how the Trainee arrives, and whether the Trainee needs to be picked up
- Prepare some Reception events (e.g. a cultural night), a calendar of potential events, and a list of places to visit

The TNP

- Stay in touch and provide updates regularly
- Prepare a shared Excel/calendar with the Trainee details/dates
- Confirm that everything is ready for the Trainee's arrival

Integration

= when the Trainee arrives to the country/city, until the end of the Traineeship

- Meet the Trainee at the earliest occasion
- Help with finding the way to the accommodation and the office, and ensure is everything is in order
- Help with a local phone number and/or Internet access
- Share a list of possible activities available
- Invite the Trainee to ELSA events organised locally/nationally (e.g. NCMs, moot court finals, conferences, etc.)
- Keep in touch with the Trainee and the TNP regularly to ensure everything is going well

7. Cooperation between STEP and the other Areas

Teamwork makes dreams work! There are several ways in which the Officers of other Areas can support the STEP Officer, and *vice versa*.

President (BEE)

- Externals and negotiation strategy; include STEP in partnership packages
- Creating a shared database/allocation of contacts to contact
- Attend meetings with externals with the STEPper

Secretary General (IM)

- New members from STEP; access to the alumni network
- Help with processing personal data in accordance with GDPR and other legality/formality issues
- Check the membership status of the applicants

Treasurer (FM)

- Grants/financing for the Trainees and other STEP activities (e.g. reception, promotion)

MKT

- Marketing strategy for external organisations and prospective applicants
- Use the testimonials of TNPs and STEP Trainees creatively

AA&MCC

- Share partners; promote/include STEP during AA&MCC activities
- Offer a traineeship at a TNP as a price for an MCC
- Invite Trainees to AA&MCC activities during reception

S&C

- Share partners; promote/include STEP during S&C activities
- Organise a careers fair/conference with partners/TNPs