

I Can Do It With A Broken Heart

VI International Training Meeting
11th - 13th September 2026

Agenda

- What is Job Hunting
 - Job Hunting Period
 - TNP's
- What is a TSF
- Tips and Tricks for good Job Hunting
 - Contacting
 - Meeting
 - Follow up
 - Existing TNPs
- Your strategy
- Questions

What is Job Hunting?

What is Job Hunting?



JH refers to the acquisition of new Traineeship Providers (TNPs) and the maintenance thereof as part of the programme.

JH is conducted **throughout** the year on local, national and international levels.
There is one JH Deadline per Cycle.

(ELSA Traineeships Handbook, 6.Job Hunting, p.14)

First Job Hunting Deadline: **2nd November 2026**

Second Job Hunting Deadline: **29th March 2027**

Overview of the ET Cycles

ELSA Traineeships Calendar 2026/2027

	August	September	October	November	December	January	February	March	April	May	June	July	
JOB HUNTING	Throughout the year			Job Hunting Deadline: 2nd Nov 2026	Throughout the year			Job Hunting Deadline: 29th Mar 2027	Throughout the year				
PROMOTION	Throughout the year			Nov - 9th Nov 2026	Throughout the year				Apr - 12th Apr 2027	Throughout the year			
STUDENT HUNTING				Launch: 9th Nov 2026				Launch: 12th Apr 2027					
	Throughout the year				External Student Hunting Deadline: 11th Dec 2026	Throughout the year			External Student Hunting Deadline: 9th May 2027	Throughout the year			
					Internal Student Hunting Deadline: 17th Dec 2026				Internal Student Hunting Deadline: 14th May 2027				
MATCHING					Matching: 18th - 22nd Dec 2026					Matching: 15th - 19th May 2027			
SELECTION						Selection Deadline: 15th Jan 2027						Selection Deadline: 4th Jun 2027	
						Results Published: 18th Jan 2027						Results Published: 7th Jun 2027	
RECEPTION	Throughout the year							Earliest Start Date: 8th Feb 2027	Throughout the year				Earliest Start Date: 1st July 2027
EVALUATION	Throughout the year												

ELSA Traineeships Calendar from the Officers Portal

What ELSA is looking for:

- Traineeships in a law-related area, the TNPs do not have to be law firms.
 - General rule: TNP must be able to provide legal work of some kind to a trainee
 - TNPs can be in a lot of sectors!
- TNP should be in line with our Vision of diversity and human rights for all
- TNP is willing to pay or offer support as per the minimum remuneration guideline

What is a TSF?

Traineeship Specification Form (TSF)



- The TSF constitutes a contract between ELSA and the TNP
- Printable and Canva option available on the Officers Portal
- Help TNPs fill out the forms
- Check the TSF before submitting

General information about the organisation

Name of the organisation

Description of the organisation

Country

City

----------------------	----------------------

Address

Phone Number (including the dial code)

Email address of the organisation

Website of the organisation

Contact person at the organisation

Name and surname

ELSA Alumnus

☐ Yes ☐ No

Phone Number (including the dial code)

Email address of the organisation

Type of organisation

- ☐ Human Rights
☐ International Focus Programme of ELSA (e.g. Law & Security)
☐ Other:

Organisation Type:

- | | |
|---|--|
| ☐ Academic/educational institution | ☐ Law Firm |
| ☐ Commercial enterprise | ☐ Non-governmental organisation (NGO) |
| ☐ Consultancy | ☐ Notary |
| ☐ Financial institution | ☐ Public Institution |
| ☐ Intergovernmental organisation | ☐ Other: _____ |

Information about the offered Traineeship

Please specify the location of the Traineeship(s):

- ☐ Remote ☐ Negotiable
☐ On-site

Start/End date of the Traineeship(s)

Flexible start and/or end date(s)

- ☐ Yes
☐ No

Start/End date of the Traineeship(s)

Flexible start and/or end date(s)

☐ Yes

☐ No

Preferred start date of the Trainee(s)

Preferred end date of the Trainee(s)

Duration of the Traineeship(s)

Flexible start and/or end date(s)

☐ Yes

☐ No



I would like the Trainee(s) for the duration of... *(please specify minimum/maximum length in weeks/months)*

Number of hours per week

Number of Trainee(s)

----------------------	----------------------



Remuneration for the Traineeship(s)

Amount of Payment (after deduction):

Flexible payment: (payment is agreed upon with the Trainee(s))

- ☐ Yes
☐ No

Payment currency:

- ☐ per hour
☐ per week
☐ per month

Other benefits:

- ☐ Accommodation
☐ Public transportation
☐ Food
☐ Other: _____

Trainee(s) requirements:

Educational level

This is the minimum requirement you wish the Trainee(s) to fulfil by the time of starting their Traineeship at your service.

- ☐ Undergraduate = still studying towards the first degree (LL.B.)
- ☐ Graduate Bachelor = completed the undergraduate degree (LL.B.) or completed 180 ECTS
- ☐ Graduate Master = completed the postgraduate degree (LL.M.) or completed 300 ECTS
- ☐ Postgraduate = pursuing a secondary L.L.M. or PhD in Jurisprudence

Language skills

Please indicate a maximum of three (3) language skills and levels. Please check the section and/or if you indicate more than one Language Skill. You may specify non-strict preferences under the 'Trainee tasks and additional information' section of this form.

- Basic = having an overall understanding of the language, being able to communicate in simple terms and engage in routine tasks (A1/A2)
- Good = having a deeper understanding of the language, being able to communicate even abstract concepts (B1/B2)
- Fluent = being able to communicate with spontaneity and ease even in technical discussions in the field of the person's professional/academic specialisation (C1/C2)

Language skill 1:	☐ Basic (A1/A2) ☐ and ☐ Good (B1/B2) ☐ or ☐ Fluent (C1/C2)
Language skill 2:	☐ Basic (A1/A2) ☐ and ☐ Good (B1/B2) ☐ or ☐ Fluent (C1/C2)
Language skill 3:	☐ Basic (A1/A2) ☐ Good (B1/B2) ☐ Fluent (C1/C2)

Legal skills

Please indicate a maximum of five (5) legal skills and levels you expect from the Trainee(s). Note that if you are requesting 'undergraduate' candidates, you may specify a maximum of two (2) 'advanced' legal skills only.

- General (G) = having completed a basic course on the subject, aware of the contingent themes of the subject
- Advanced (A) = building on top of the 'general' skills, having a deeper understanding of the subject by having inter alia studied the subject further, worked in the field, etc.

Administrative law	G ☐ A ☐	Family law	G ☐ A ☐
Arbitration	G ☐ A ☐	Financial law	G ☐ A ☐
Civil law	G ☐ A ☐	Human rights	G ☐ A ☐
Civil Procedure	G ☐ A ☐	Industrial and IP law	G ☐ A ☐
Commercial law	G ☐ A ☐	Information technology law	G ☐ A ☐
Company law	G ☐ A ☐	Insurance law	G ☐ A ☐
Comparative law	G ☐ A ☐	Labour law	G ☐ A ☐
Competition and Economic law	G ☐ A ☐	Legal Theory	G ☐ A ☐
Constitutional law	G ☐ A ☐	Mergers and acquisitions	G ☐ A ☐
Contract law	G ☐ A ☐	Private international law	G ☐ A ☐
Criminal law	G ☐ A ☐	Property law	G ☐ A ☐
Criminal Procedure	G ☐ A ☐	Public international law	G ☐ A ☐
Environmental law	G ☐ A ☐	Tax law	G ☐ A ☐

Trainee(s) tasks and additional information:

The tasks and responsibilities of the Trainee(s):

Additional requirements for the Trainee(s) / information about the Traineeship:

Tips and Tricks for good JH

Tips and Ticks for JH: before



1. Choose the type of TNPs you are looking for
2. Check previous TNPs
3. Brainstorm with your BEE about current and possible partner who might be interested
4. Ask all your Bordies to present ELSA Traineeships during meetings
5. Research new potential TNPs (Alumni, LinkedIn)
 - a. Check the Contact Procedure before contacting anyone. Your BEE will help you!
6. Track contacts
 - a. Create a database
 - b. Label your emails

Tips and Tricks on how to contact a TNP



- Search for a personal contact
 - If you don't have any, choose someone on the website to contact
 - Don't use the general email "info@..." - they never check it
- Keep it short, present yourself, present ELSA (a short paragraph) and the project in 2-3 lines
- Indicate that you are available to have a meeting with them for more details
 - Attach the ELSA Traineeships Media Card

IMPORTANT: avoid using ELSA's terminology!

<i>Title</i>	E.g. "Interns from the European Law Students' Association"
<i>Introduction</i>	Dear Mr./Ms. _____, My name is _____ and I am the Vice President in charge of the legal recruitment and traineeship programme of the European Law Students' Association in _____. I am contacting <u>[name of the organisation]</u> since you actively work with <u>[the area of activity, e.g. human rights advocacy and medium-length projects in different jurisdictions]</u>. I am confident that your organisation would substantially benefit from a greater exposure to ELSA members. ELSA is the world's largest independent association for law students and young lawyers. We are present in 44 countries and reach over 55,000 members at more than 300 universities in Europe. Although non-political, ELSA stands for human rights and cultural diversity, and campaigns internationally for causes such as the rule of law.
<i>Body</i>	One of the most popular initiatives of ELSA is ELSA Traineeships whereby we provide organisations like yours for free with a streamlined recruitment method for the best talent in accordance with your needs and preferences. You will view only the applications of the candidates fulfilling your requirements which you specify simply by filling the Traineeship Specification Form. There are two intakes for organisations per year, the next deadline approaching in <u>[amount of time]</u> on <u>[the JH deadline]</u>. <i>[You can explain the time-line more in detail here.]</i>
<i>Conclusion</i>	How does this all sound to you? For further information, please do not hesitate to contact me – I am happy to discuss matters further with you. Attached to this email you can find more information about ELSA Traineeships and its benefits. I look forward to hearing from you soon and wish you a great rest of the day!

Tips and Tricks for JH: Meeting

1. Prepare your knowledge about the TNP
 - a. field of interest, points in common with ELSA
2. Prepare what you are going to say → Bullet points
3. Prepare answers to potential questions and concerns they might have
4. Prepare yourself:
 - a. Dress formally, be on time, if online: make sure you won't get interrupted
5. Present the project
 - a. Use the **Media Card** so they have a support to look at
 - b. Explain all the **details** of the project
 - c. Explain the **benefits** of ELSA and ELSA Traineeships

Tips and Tricks for JH: Follow up



1. Send them an email after the meeting, thanking them for their time and attach the TSF if they seemed interested
2. Send them other information if they asked for any
3. Send them information about other ELSA Projects if they asked for it

Tips and Tricks for JH: existing TNPs

- Evaluate your TNPs if they still are a fit for the programme after each Cycle
 - Use a database to keep track
- Make them feel seen
 - Send them updates, holiday wishes... (baby them)

Your strategy

Create your strategy!

- Research about possible new TNPs that you would like to contact
- Use the tips and tricks that you have learned during this Workshop
- Create/build upon your database

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Organisation/Firm Name	Location	Contact Person	Email	Previous Partner	CAF procedure	Introductory Email Sent	Follow Up Email Sent	Response	Comment	TSF Signed					
2																
3																
4																
5																

You have **20 mins**, afterwards we will share our findings with each other

Questions?

End of the JH Workshop

Thank you!