

This is a SOS!

ELSA Traineeships Team
LXXX International Council Meeting - 4th November 2021

elsa

The European Law Students' Association

ELSA Traineeships Website
TRAINEESHIPS.ELSA.ORG

- Countdown
- Information to prospective applicants and TNPs
- Promotion of TNP profiles
- Testimonials
- ET Partners

The backyard / “play yard”
TRAINEESHIPS.ELSA.ORG/LOGIN

- TSFs
- SAFs
- Matching
- TPI
- EF + PRE/POST-TEF



HOW TO USE THE SOS ?

The logo for ELSA, featuring the word "elsa" in a white, lowercase, serif font.

The European Law Students' Association



E-mail



Password

Login

WEBSITE

traineeships.elsa.org/login

CREDENTIALS

- If you haven't contacted Susanna, do it ASAP !
- Check in with your LGs to be sure they have the credentials (National Officers can add a new Local Group account easily)

HOW TO ADD A LG ?

ONCE LOGGED-IN

The screenshot displays the user profile page for the ELSA (The European Law Students' Association) system. The page is titled "My profile page" and features a dark blue sidebar on the left with navigation options: Dashboard, Persons, Surveys, and Users. The main content area is divided into three sections: "Password change", "Account settings", and "Account history".

Navigation and User Info:

- elsa The European Law Students' Association
- III My profile page
- User: Eva (ELSA Traineeships Team)

Password change section:

- Current password: [input field]
- New password: [input field]
- Repeat new password: [input field]
- Save button

Account settings section:

- UI language: English UK
- UI timezone: Europe/Brussels
- OTP enabled: YES NO
- OTP 2FA enabled: YES NO
- Save button

Account history section:

- Account history
- Time interval: 02/11/2021 - 02/11/2021
- Access sessions button

ADD PERSON

elsa
The European Law Students' Association

Dashboard

Persons

Add person

Persons list

Surveys

Users

Persons, add ReadWrite

Add person

Reg. * Legal Entity Individual

Name *

First Name

ID/PID/CODE

Birthdate/Founded

Belongs to

ADD USER

elsa
The European Law Students' Association

- Dashboard
- Persons
- Surveys
- Users**
- Add user
- Users list

Accounts » create ReadWrite

Profile

E-mail (username) *

Password *
password must have 8 to 40 characters length, special character @ # ! \$ % _ * ~ .

Country

City

Access Level *

Group admin * YES NO

Access level type * Group Individual

Start Module *

UI Language *

UI Timezone *

Active account * YES NO

Person *

HOW TO FIND SAFs ?

STUDENT APPLICATION FORM (SAF)

1. Log into the SOS with your login credentials. *If you do not know your login credentials, contact ELSA International.*
2. From the menu bar on the left, go to Surveys → **Surveys list**
3. Press the “menu” button next to the SAFs of the correct STEP Cycle (i.e. SAF C1/2021-2022).



STUDENT APPLICATION FORM (SAF)

The image shows a sequence of two screenshots from the elsa system. The first screenshot displays the 'My profile page' with a sidebar menu on the left. The 'Surveys' menu item is circled in orange, and an orange arrow points from it to the 'Surveys list' sub-item. The second screenshot shows a browser window with the title 'SAF C1/2021-2022'. A context menu is open over the page, with the 'View sessions' option circled in orange. An arrow points from the 'Surveys list' in the first screenshot to the 'View sessions' option in the second screenshot.

HOW VERIFY A SAF ?

Each SAF must be (1) verified and (2) approved, partially approved or rejected by the Local and/or National Group of an applicant's ELSA membership on the STEP Online System before the Internal Student hunting deadline (14 Dec. 2021).

Only verified and approved SAFs will be considered by ELSA International during Matching !!!

elsa

The European Law Students' Association

VERIFICATION

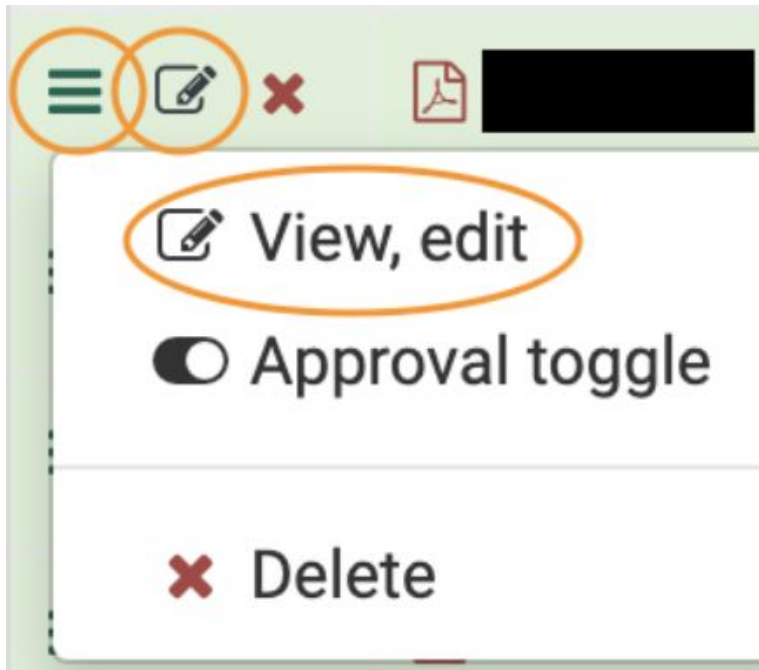
What?	Why?	How?
ELSA member	Only ELSA members may apply for STEP. ¹	Consult your Group's membership database.
Internationality	Applicants may apply for max. three STEP Traineeships that must be "international", i.e. there must exist no "substantial link". ²	Check where the STEP Traineeships chosen take place and whether a "substantial link exists".
Educational level ³	The minimum level required by the TNP must be met by the indicated start date.	Request for academic transcripts or other proof of graduation/enrolment.
Languages	The minimum level required by the TNP must be met.	Request for certificates and/or conduct tests.
Legal skills	At least 60% of the legal skills required by the TNP must be met.	Request for academic transcripts or other proof of coursework, work experience...
Motivation letter	Applicants must write a customised motivation letter <u>in English</u> for each chosen STEP Traineeship.	Read through the motivation letter(s) and give constructive comments if necessary. ⁴
CV/attachments	Applicants may include their CV if it is <u>in English</u> . ⁵	Open the attachments and check their content.

COMMENTING

1. Press the speech bubble icon
2. In your comment, provide details about the verification process & please explain why you refused an application !
3. Remember to sign off your comments
4. Beware ! You cannot edit/erase a comment after you sent it.

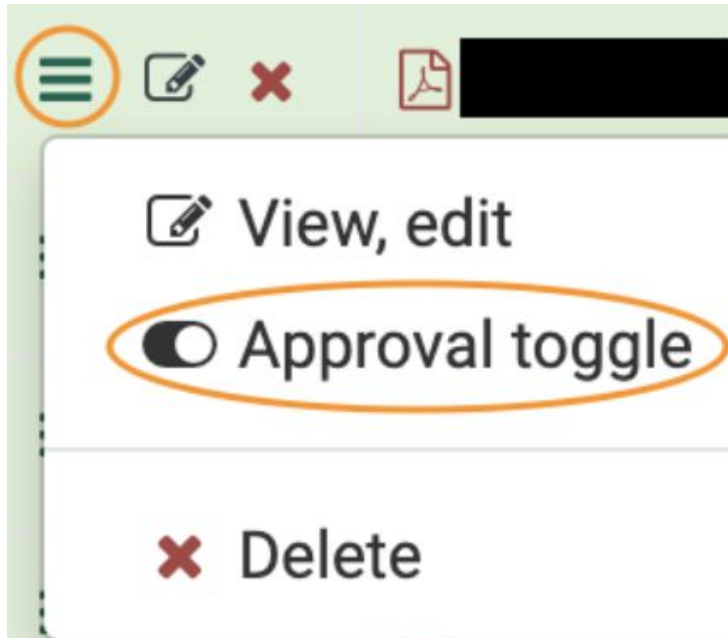


HOW EDIT A SAF ?



You can easily edit the applications (whether it is to correct a grammatical error in the ML or to upload a new CV) !

HOW TO APPROVE A SAF ?



- **Red** = Rejected by the Local Group
- **Yellow** = Approved by the Local Group
- **Green** = Approved by the National Group

! Only green SAFs are considered by ELSA International during Matching !

elsa

The European Law Students' Association

MATCHING

RANKING DURING MATCHING

Ranking is done only for those SAFs that meet the **formal criteria**, i.e. they are written in **English** with:

- All required fields completed;
- The minimum educational level met;
- The minimum language skills met.

Based on the **internal ranking system**, the ELSA Traineeships Team may evaluate and rank the SAFs on the basis of an accountable criteria. The ranking is done on a scale from **1 to 5** with respect to three criteria: the quality of the **motivation letter**, the quality of the **CV** and the **legal skills** match, for a total of max **15 points**.



EI CRITERIA

	1	2	3	4	5
ML	no longer than a few sentences	no longer than two paragraphs and very generic	generic and not customised to the TNP	good but either a bit short/not customised to the TNP/other	customised to the TNP, elaborate, focused, good style and grammar
CV	no CV attached	lacking the requisite sections of a CV such as experience, education	generic and not customised to the TNP	good but either a bit short/not customised to the TNP/other	customised to the TNP, elaborate, focused, good style and grammar
Legal skills	0% match	¼ match	½ match	¾ match	100% match

For all other details, please check the
officers portal (officers.elsa.org)



STEP ONLINE SYSTEM
MANUAL 2019/2020



VERIFICATION & MATCHING
GUIDELINES 2020/2021

elsa

The European Law Students' Association

Q&A



elsa

The European Law Students' Association



**LET'S GET TO
WORK**

elsa

The European Law Students' Association