

BECOME A STEP TRAINEESHIP PROVIDER	INTAKE 1	INTAKE 2
1. SPECIFICATION You fill in and submit the Traineeship Specification Form (TSF), setting out the details of your traineeship offer and your requirements for the candidates whose applications you would receive through ELSA.	8 Nov 2019	3 Apr 2020
2. PROMOTION ELSA promotes your organisation and the traineeships offered when the application period is open on the STEP website and other platforms.	18 Nov – 9 Dec 2019	16 Apr – 4 May 2020
3. PRE-SELECTION ELSA verifies and proof-reads the applications received by your organisation. You will receive a list of candidates fulfilling the minimum criteria as specified by you in the TSF.	22 Dec 2019 <i>the latest</i>	17 May 2020 <i>the latest</i>
4. FINAL SELECTION You do the final selection of the candidates forwarded to you by ELSA. You may hold interviews with the candidates during this period. In any case, you need to communicate your decision to ELSA in order for ELSA to directly notify the applicants.	13 Jan 2020 <i>the latest</i>	8 Jun 2020 <i>the latest</i>
5. EARLIEST START DATE Before the STEP Trainee joins your organisation, ELSA facilitates your first contact to discuss practicalities etc. further. Make sure to complete an agreement with the Trainee.	Feb 2020 <i>the earliest</i>	Jul 2020 <i>the earliest</i>

→ **FREE**

There are no hidden administrative costs involved at any point of the process.

→ **STREAMLINED**

ELSA does the administrative work on your behalf, including the promotion of your organisation, and the screening of applications.

→ **VISIBILITY**

STEP Traineeship Providers are promoted to the world's largest network of law students and young legal professionals, reaching over 65,000 members in 44 European countries. *Moreover*, STEP Traineeship Providers who submit the [Evaluation Form](#) with a good testimonial may be promoted on the [STEP website](#) throughout the year.

Contact the Vice President in charge of Student Trainee Exchange Programme (step@elsa.org) for further information.



The European Law Students' Association