1. Foreword

Dear STEP Traineeship Provider,

The following pages are meant to guide you through:

(1) **Filling in and submitting the Traineeship Specification Form**; and
(2) **Selecting the trainees from the list of pre-selected applicants**.

Please do not hesitate to contact us in case you have any questions!

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STEP website
"Become. STEP Traineeship Provider" guidelines

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2. Traineeship Specification Form (TSF)

You can access the TSF [here](#).

2.1. General information

- **Name of the organisation** = The full name, including the relevant department/branch.
  - If the name is not in English, please provide also a translation, if possible (e.g. "Kansaneläkelaitos" could be promoted better as "KELA – the Social Insurance Institution of Finland").
  - If the name is not descriptive, you can provide an additional informative "tag line" after the name (e.g. "a leading Ukrainian M&A law firm").
- **Short description of the organisation** = The more informative and engaging the description, the more attractive the TNP is for the applicants (e.g. year of establishment, notorious for what, the size, expertise in, etc.).
- **Country + city** = Make sure to choose correctly from the drop-down list.
- **Address + phone + email** = This information is not publicly visible, but necessary for ELSA to establish contact the organisation if necessary.
- **Website** = Not required, but highly encouraged, as it provides more information and thus may persuade more applicants to apply.
- **Logo** = Not required, but highly encouraged as well. All images uploaded must be **copyright-free** (i.e. the permission of the copyright owner to use the image), as ELSA releases itself from any third-party claims of intellectual property infringements.

2.2. Contact Person

- **Name + surname + phone + email + ELSA alumni** = This information is not publicly visible, but necessary for ELSA to establish contact if necessary.

2.3. Type of organisation

- **Academic/educational institute** = An academic or professional training institution
- **Commercial enterprise** = A business unit
- **Consultancy** = An organisation providing professional expert advice

- **Financial institution** = A financial institution providing different financial services
- **Intergovernmental organisation** = A supranational organisation of States or organisations
- **Law firm** = An organisation providing professional and qualified legal advice
- **NGO** = A local/national/supranational non-governmental organisation which are independent of governments and governmental organisations (usually also non-profit)
- **Notary** = An organisation/person providing legal formality services (e.g. certification)
- **Public institution** = A local/national/supranational executive body
- **Other** = Anything else not mentioned above, e.g. "charity", "legal advice centre", "court", etc.

2.4.   Information about the Traineeship

- **Starting and ending date** = If you have a flexible timeframe for receiving trainees, mark down the earliest and latest dates of this timeframe ("preferred start date", "preferred end date").
- **Trainee duration** = If you have a flexible duration in mind, mark down the minimum and maximum length of duration of this scale, indicating the relevant time unit (i.e. week, month).
- **Number of hours per week** = The indicative workload for the trainees
- **Number of Trainees you want to take** = The indicative hosting capacity (total number, not necessarily simultaneously receiving this number of trainees).
- **Payment after deductions** = If the remuneration amount is flexible, mark down the minimum and maximum amounts of this scale, indicating the relevant currency of payment and the time unit (e.g. €100/week).
- **Other benefits** = In-kind payments in fringe benefits, which should further be specified at the end of the TSF under "additional information".

2.5.   Educational level

The education requirement is a minimum requirement for the applicants.

- **Undergraduate** = The applicant has not received his/her first Bachelor's degree yet and is still enrolled in the Bachelor studies by the start date of the Traineeship.

- **Graduate Bachelor** = The applicant has graduated with a Bachelor's degree by the start date of the Traineeship.

- **Graduate Master** = The applicant has graduated with a Master's degree by the start date of the Traineeship.

- **Postgraduate PhD** = The applicant is pursuing or has completed higher education (PhD).

2.6.   Language skills

You may request under this section for up to three (3) language skills. Like the other sections, this selection is considered as mandatory/minimum requirement for applicants. Thus, any preferences, which are not strict requirements, should be further elaborated under the "additional information" at the end of the TSF..

- **Basic** = Cf. A1/A2; the applicant has an overall understanding of the language and can communicate in simple terms, engage in routine tasks, etc.

- **Good** = Cf. B1/B2; the applicant has deeper understanding of the language and can communicate concrete matters and even some analytical and abstract concepts.

- **Fluent** = Cf. C1/C2; the applicant can understand complex communication and communicate with spontaneity and ease, including technical discussions in the field of his/her professional/academic specialisation, with native speakers.

2.7.   Legal skills

For traineeships requiring undergraduates, you may specify up to two (2) advanced legal skills.

- **General** = The applicant has completed a basic/introductory course on the subject, and thus is familiar how to navigate the contingent themes of this legal subject.

- **Advanced** = Building on the "general" level, the applicant has deeper knowledge in the subject by having taken an additional course to study the subject, conducted legal research on the topic (e.g. thesis, ELSA Legal Research Group, etc.), completed additional activities on the topic (e.g. work experience, essay competition, moot court, etc.).

2.8. Trainee tasks and additional information

- **The tasks and responsibilities of the Trainee(s)** = The better the overview, the more informed applicants the TNP receives.
- **Additional requirements/information** = The TNP should elaborate here anything that was left unsaid in the form before.
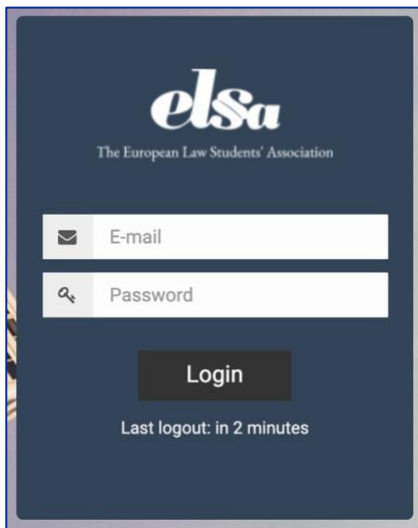
3. Selecting the trainees

3.1.   Traineeship Providers' Interface (TPI)

ELSA International sends you via email a unique **username** and **password** to log into the TPI to view the applications of the short-listed candidates.

1) Go to step.elsa.org/login.

2) Enter your username and password as forwarded to you.

Note that the selection cannot be changed after the selections are submitted in the TPI!

3.2.   How to download all the applications at once?
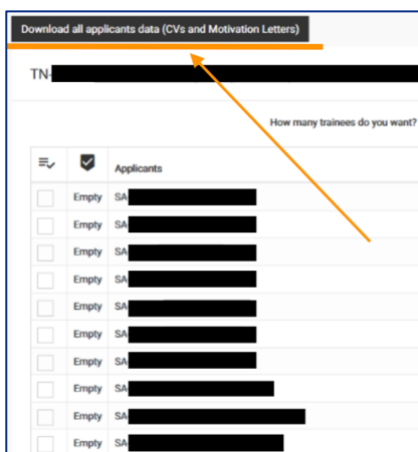
Press the **"Download all applicants' data (CVs and Motivation Letters)" button** on the top left corner of the TPI.

3.3. How to choose the candidate(s)?

1) Choose the number of trainees in the **"How many trainees do you want?" field** on the top right corner.

2) Rank the candidates:
- Press the **"Empty" field** next to the applicant you want to rank.
- Write the number of ranking/priority (1, 2, 3, etc.).

Note that you can (and should) create a waiting list by ranking more candidates than the total number of trainees wanted/indicated!

3) Tick the boxes next to the (already ranked) candidates to which the TNP wants to send an offer.

4) Press the **"submit" button** *(bear in mind that this selection is final and cannot be amended in the TPI later on).*