

VERIFICATION & MATCHING GUIDELINES

STUDENT TRAINEE
EXCHANGE PROGRAMME
2020/2021



elsa

The European Law Students' Association

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1. Basics

1.1 STEP Application Form (SAF)

Who?	By an applicant
When?	Between the STEP Launch (23 April) and the External Student Hunting deadline, i.e. the application deadline (14 May)
Where?	The SAF is accessible on step.elsa.org

1.2 Verification of the SAFs

Who?	By the Local and/or National Group of the applicant's ELSA membership
When?	Between the STEP Launch (23 April) and the Internal Student Hunting deadline (18 May)
Where?	The SAFs are accessible on step.elsa.org/login

1.3 Matching of the verified SAFs

Who?	By the STEP Trainees Team of ELSA International
When?	After the Internal Student Hunting deadline (18 May) until the Matching deadline (23 May)

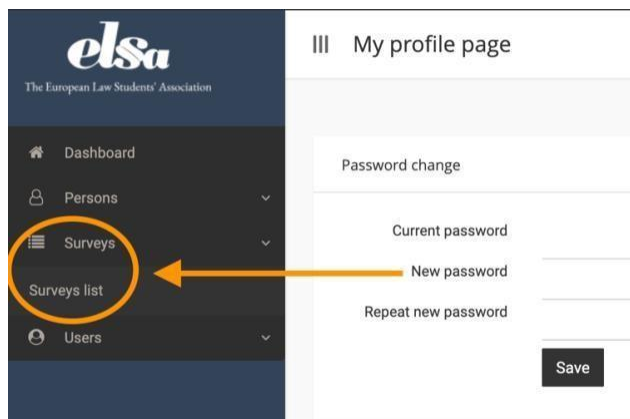
2. Verification

2.1 Why?

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

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







2.2 How to find the SAFs?



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**

	 	SAF C1/2019-2020	Student Application Form for STEP
	 	TSF C1/2019-2020	STEP Traineeship Specification Form (TSF)

3. Press the **“menu”** button next to the SAFs of the correct STEP Cycle (i.e. **SAF C2/2020-2021**).

2.3 How to verify the SAFs?

From the list of the submitted SAFs, select the one you want to view and click the **PDF version**.

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 in English for each chosen STEP Traineeship.	Read through the motivation letter(s) and give constructive comments if necessary. ⁴

¹ With the exception of External Applicants (i.e. individuals from a country where there is no ELSA Group present). The External Applicants are handled generally and also verified by ELSA International.

² By international is meant that an applicant cannot apply for STEP Traineeships hosted in the country of the applicant's ELSA Group. Hence, an applicant who is a member of ELSA United Kingdom cannot apply for STEP Traineeships hosted in the United Kingdom under the Traineeship code "TN-GB/123".

Exceptions to the internationality and substantial link requirement:

- (a) "International" STEP Traineeships hosted under the Traineeship code "**TN-EI/123**" no matter where;
- (b) International postgraduate students;
- (c) Exchange students.

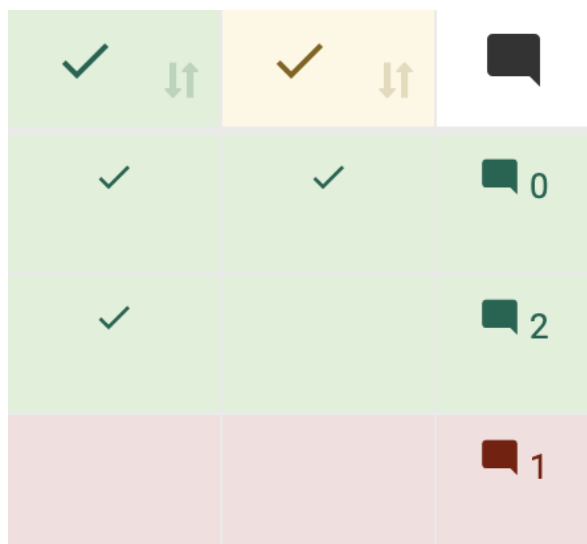
³ In cases where the national educational system does not differentiate between Graduate Bachelor and Graduate Master, please utilise ECTS points as a measure of whether the applicant satisfies certain educational requirements;

⁴ Motivation letters should meet certain quality standards in addition to being in English:

- (a) The tone is polite and non-political;
- (b) The motivation letter is addressed correctly to the respective Traineeship Provider;
- (c) The length should exceed two paragraphs;
- (d) There should be no obvious grammar mistakes.

CV/attachments	Applicants may include their CV if it is in English. ⁵	Open the attachments and check their content.
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2.4 Commenting the SAFs



1. Press the **speech bubble icon** right to the SAF you want to comment.
2. In your comment, provide details about the verification process (e.g. what information is missing, general remarks about the quality, edits made to the SAF, etc.).

Remember to sign off your comments for clarity (e.g. Susu, ELSA LG)!

2.5 Editing the SAF

Press the **“menu” button** next to the SAF you want to edit ☐ **View, edit**

There is no “save” button. Your updates are automatically updated.



2.6 Approving/rejecting the SAF

1. Press the **“menu” button** next to the SAF you want to approve/reject ☐ **Approval toggle**

⁵ Other attachments may be attached if explicitly required by the TNP in the vacancy posting. The attachments may be in a language other than English if so stated by the TNP.

2. The colour of the SAF should change:
 - **Red** = Rejected by the Local Group
 - **Yellow** = Approved by the Local Group
 - **Green** = Approved by the National Group

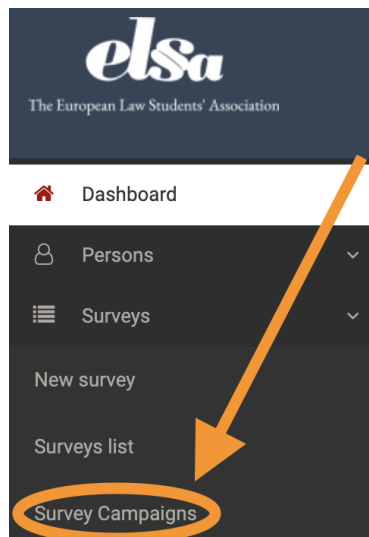
Only green SAFs are considered by ELSA International during Matching!

3. Matching

The SOS is a semi-automated IT system. It automatically filters whether a SAF fulfils the minimum criteria of a TNP. Regardless, the SOS is not foolproof because it cannot tell about:

- The overall quality of a SAF (cf. the motivation letter);
- Whether a SAF meets the additional requirements of the TNP;
- Whether a SAF is short of just few legal skills from those required;
- Etc.

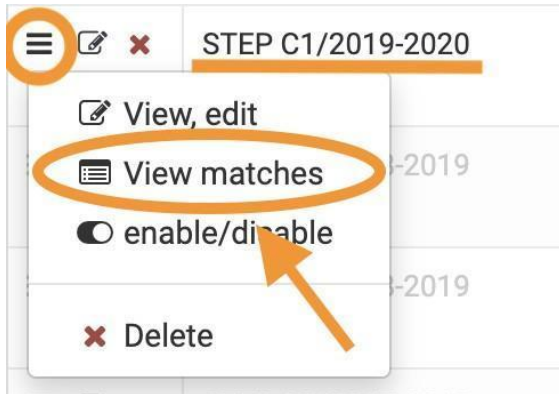
3.1 How to find the approved SAFs?



1. Log into the [SOS](#) with your individual STEP Trainee Team credentials.

If you do not know your login credentials, contact the VP STEP of ELSA International.

2. From the menu bar on the left, go to **Surveys** ☐ **Survey Campaigns**



3. Press the **“menu” button** next to the correct SAF Campaign (i.e. **C2/2020-2021**)

☐ **View matches**

Step all matches Print Excel

TN Code **TN-BG/** SA Code Matched ☐ YES ☐ NO ☒ SAF approved by NG ☐ Displayed on the TNP page Available spots ☐ YES ☐ NO

Selected **TN-BG/01** YES ☐ NO ☐ TNP selection confirmed by the Applicant

Apply filters

4. Write in the search column the **TN Code** of the TNP you are checking out (e.g. TN-BG/01) + choose **“SAF approved by NG”** ☐ **Apply filters**

Traineeship	Applicant									
<input type="checkbox"/> TN-BG/01, Dimitrov, Petrov & Co. Law Firm, Sofia, Bulgaria	SA-PT/ [REDACTED]								-/1	0
<input type="checkbox"/> TN-BG/01, Dimitrov, Petrov & Co. Law Firm, Sofia, Bulgaria	SA-IT/ [REDACTED]								-/1	0

The symbols next to the filtered SAFs mean the following:

- **Graduation hat** = the requisite academic level;
- **Building** = the requisite legal skills;
- **Flag** = the requisite language skills;
- **Check/V sign** = the SAF is verified;
- **Arrow** = the SAF is forwarded to the TNP;
- **Gavel** = the TNP made an offer;
- **Clock** = the offer was accepted on time;
- **Double check/VV sign** = the offer was accepted

3.2 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; and
- The minimum language skills met.

Based on the **internal ranking system**, the STEP Trainees 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: (a) the quality of the **motivation letter**, (b) the quality of the **CV** and the **legal skills** match.

3.3 Ranking criteria during Matching

Points	1	2	3	4	5
Motivation letter (ML)	No ML⁶	Poor ML⁷	Basic ML⁸	Good ML⁹	Strong ML¹⁰
CV	No CV¹¹	Poor CV¹²	Generic CV¹³	Good CV¹⁴	Strong CV¹⁵
Legal skills¹⁶	0% match	1/4 match	1/2 match	3/4 match	100% match
	2 / 8	3 / 8	4 / 8	5 / 8	
	1.5 / 7	2.5 / 7	3.5 / 7	4.5 / 7	
	1 / 6	2 / 6	3 / 6	4 / 6	
	0.5 / 5	1.5 / 5	2.5 / 5	3.5 / 5	
		1 / 4	2 / 4	3 / 4	
		0.5 / 3	1.5 / 3	2.5 / 3	
			1 / 2	2 / 2	
			0.5 / 1	1 / 1	

⁶ The ML is no longer than a few sentences.

⁷ The ML is no longer than two paragraphs and very generic.

⁸ The ML is generic and not customised to the TNP.

⁹ The ML is good but either a bit short/not customised to the TNP/other.

¹⁰ The ML is customised to the TNP, elaborate, focused and generally of a good style and grammar.

¹¹ There is no CV attached

¹² The CV is lacking the requisite sections of a CV such as Work Experience, Education, etc

¹³ The CV is Generic and not customised to the TNP.

¹⁴ The CV is good but either a bit short/not customised to the TNP/other.

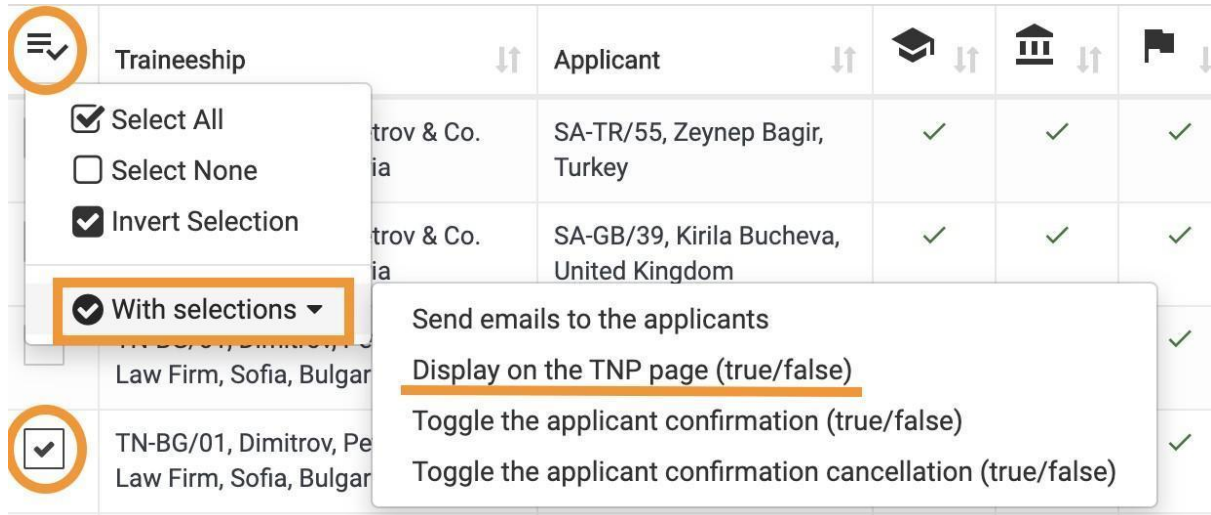
¹⁵ The CV is customised to the TNP, elaborate, focused and generally of a good style and grammar.

¹⁶ If advanced legal skill is required but the applicant has only the general level thereof, 0.5 point shall be given.

4. Forward the Matched SAFs to TNPs

4.1 What to do?

1. Click the menu button on the left above all the matched SAFs ☐ **With selections** ☐
Display on the TNP page ☐ **TRUE**



Traineeship	Applicant	Confirmation	Cancellation
SA-TR/55, Zeynep Bagir, Turkey	SA-TR/55, Zeynep Bagir, Turkey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SA-GB/39, Kirila Bucheva, United Kingdom	SA-GB/39, Kirila Bucheva, United Kingdom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TN-BG/01, Dimitrov, Pe Law Firm, Sofia, Bulgaria	TN-BG/01, Dimitrov, Pe Law Firm, Sofia, Bulgaria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4.2 Where are the TNP credentials?

You can find the TNP log-in credentials to the Traineeship Providers Interface (TPI) (the same as SOS) by following the steps below:

1. From the menu bar on the left, go to **Users** ☐ **Users list**
2. Search for the TN code of the TNP
3. The log-in “username” (xyz(at)elsa.org) is presented on the right next to the TNP name.

You may not edit this ugly username!

Users list

<input type="text" value="TN-BG/01"/>			
+			
	TN-BG/01, Bulgaria, Dimitrov, Petrov & Co. Law Firm	095a8fc37934e95b803fd22e624e53b5@elsa.org	Traineeship Provider

Showing 1 to 1 of 1 entries (filtered from 934 total entries)