



# STEP by STEP - Job Hunting

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KAM Istanbul, 2019



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# Who am I?

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- Barlascan Alphan
- Turkish
- 24
- Lawyer
- Former VP STEP of ELSA International (18/19)

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# Job Hunting

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- Period of obtaining the traineeships by ELSA International, National and Local Groups by making Traineeship Providers fill out and sign the Traineeship Specification Form (TSF).
- Conducted throughout the whole year



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# Where to find the information

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- DB:

*„Job Hunting is the period of obtaining the traineeships by ELSA International, National and Local Groups.“ (STEP Procedure 1.3.a)*

- STEP Tutorial
- STEP Handbook
- Media Card
- Statistics



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# Job Hunting Process (1/3)

## 1. Research on potential Traineeship Providers

- Huge diversity
- Create / update database
- Previous Traineeship Providers, personal contacts, professors, Alumni, web, partners, IFP-related



# Job Hunting Process (2/3)

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## 2. Get in contact

- Email
- Phone call
- Personal meeting
  - be professional
  - show interest
  - go with another board member
- Follow-up
  - promote other projects
  - simplify procedure
  - leave materials behind
  - agree on follow-up



# Job Hunting Process (3/3)

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## 3. Matching & Selection Results

- Forward emails right away
- Help them throughout the selection procedure
- Do regular follow-ups for trainees and the traineeship providers



# STEP Tools (1/2)

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- Internal Regulations (SSO, DB)
- Handbooks, Manuals & Guidelines
- Documents
  - [TSF](#)
  - SAF
  - TA/TC
  - TEF
  - EF
- Other useful tools (Statistics, useful presentations)





# STEP Tools (2/2)

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- Marketing Materials
  - Media Card:
    - Easy to attach
    - Something to leave behind
    - Customisable
  - Testimonials
  - Website
  - Certificate of Appreciations
  - Synergy
  - WBA
  - Other Videos



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**ELSA presents...**

# Main Rules

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- Start as soon as term starts
- Continue during the whole term
- Do your research before the meeting
- Look professional during the meetings
- Face to face approach and follow-ups
- Cooperate with your board members



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# Cooperation with Other Areas (1/5)

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## Presidents

- Negotiation strategy
- Creation of External Database & Partners Database
- Go on meetings together
- Promotion to existing partners



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# Cooperation with Other Areas (2/5)

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## SecGens

- Creation of a database
- Recruitment events
- Regulation compliance
- Communication with Alumni
- Internal Student Hunting



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# Cooperation with Other Areas (3/5)

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## Treasurers

- Research grant possibilities for trainees
- Creation of STEP Budget



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# Cooperation with Other Areas (4/5)

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## Marketeers

- Promotion
- Enforcement
- Material creation



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# Cooperation with Other Areas (5/5)

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## Key Areas

- Joint projects/events/activities
- Promotion of STEP during their own projects
- Exchange of internal/external contacts



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# Important

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- Permission needed; DB:

*The term international contact covers a law firm situated in **five or more countries with 100 or more legal professionals** as stated in the respective firm's website.*

*Companies that **do not qualify as law firms**, and which are **present in five or more countries** are to be considered international contacts.*



# Arguments from TNP (1/2)

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- “We have no legal work at our company.”
- “Our company is too small to have meaningful work for a trainee”
- “All our work involves only national law, so why should we have a foreign trainee?” or “We do not have an international agenda”
- “Cancellation at the last moment by trainee”
- “Traineeship providers do not meet the trainee in advance so how can they ensure that the trainee actually has the right competencies”
- “I don’t speak fluent English.” or “Our working language is not English, so how can a trainee with another native language participate in our daily work?”
- “Would taking a STEP trainee bring a net profit to our company?”
- We already have trainees from other student organisations and we see no need to cooperate with ELSA as well” or “We have our own traineeship system”



# Arguments from TNP (2/2)

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- “We have already made our budget for this year and it is impossible to include a STEP trainee’s salary there” or “Unfortunately we just needed to make redundancies in our company and all personnel budgets have been cut down to the minimum”
  - “We have had bad experiences with ELSA before”
  - “Students in the country need traineeship more than international ones”
  - “The procedure is way too long”
- “Who will handle the insurance/visa procedures? How?”
  - “Why we should pay the trainee since:
    - This year’s budget is closed
    - We are too small to provide a salary
    - We can take local student’s for free
    - STEP trainees cannot help us as much as a local trainee?”





**ANY  
QUESTIONS  
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