

The One Where No One's Ready

LXXXIII International Council Meeting Malta
26th of March - 2nd of April 2023

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Workshop Outline

- Effective Communication Externally
- Application Support
- Verification and Matching
- Tracking your Verification
- Practical Session
- Feedback from Practical



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General Principles of Communication

- Be professional
- Be polite
- Explain who you are plainly
- Avoid the use of overly complicated language: Keep in simple
- Avoid the use of “ELSA Language” such as acronyms
- Customise each email to the recipient
- Leave multiple contact options



Job Hunting Communication

- Use the general principles as previously outlined
- Do research on the firm/academy/business you are targeting in order to sell ELSA Traineeships, Career Launch or Lawyers at Work
- Make our offer specific to their needs
- Invite them to a meeting to discuss their requirements
- Sell the scale of the number and type of trainees they would have access to



Student Hunting Communication

- Be welcoming and friendly
- Thank them for their interest in the programme
- Answer their questions directly
- Invite a response if they have further questions
- Be constructive in your feedback
- **Never respond to aggression**

Application Checklist

ELSA Traineeships



- Contact** your local coordinator responsible for ELSA Traineeships!
- Are you an **ELSA member**? If not, join your local or national group if your university has no ELSA group.
- Choose a maximum of **3 internships abroad** (not in your own country) on traineeships.elsa.org.
- Check whether you **need a visa** for the traineeship/s.
- Provide appropriate proof for all your **legal skills** (academic transcripts, job references, law school certificates etc.). Ensure you meet at least 60% of the legal skill requirements for the traineeships you wish to apply for.
- Provide contemporary proof for all your **language skills**. You need to have all the language skills the traineeship requires.
- Create an **international CV** in English (PDF) to upload with the application.
- Write a **motivation letter** in English (max. 5000 characters) customised to each of the particular traineeship providers you wish to apply to.
- Show all evidence to the local coordinators. They will **verify your proof** and help with your application!

Following your application:

- Prepare for a possible digital job interview.
- Check your emails for updates on the application results.



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OUTGOING TRAINEES										
Code	NAME	Info	Internal Deadline?	TN Nr. 1	TN Nr. 2	TN Nr. 3	Local Verification	National Verification	International Verification	
2022/2023-C2										
SA-DE/1	Example Person 1	Send out a rejection E-Mail for 2 traineeships	ELSA Wonderland	x	TN-C2/04 (No language skills, ML generic)	TN-UK/06 (Only 45% legal skills)	TN-EI/05			
SA-DE/2	Example person 2	ML checked? All legal skills checked?	ELSA Namia	x	TN-GRI/07	TN-EI/03	TN-EI/02			

OUTGOING TRAINEES						
National Verification	International Verification	HOSTING GROUP	TIME PERIOD	CONFIRMATION	EVALUATION FORM	COMMENTS
2022/2023-C2						
		x	x	x	x	x
		ELSA Party (Contact person is Leia)	June 2023	Confirmation sent on 22 Mai	Sent out a reminder (still due)	Still needs an apartment

Example Verification Tracking

Student	Legal Skills	Proof of Legal Skills	Language Skills	CV	Motivation Letter	Approved
Joey Tribbiani	40%	None	No	None	Two sentence ML, mainly concerned with the restaurants of the destination.	Rejected
Chanandler Bong	70%	Attached but basic	Yes for TN-EI/09, No for TN-TR/01	Attached (poor format)	Good ML, talks extensively about their own experience but does not contain anything specific about the TNP	Approved TN-EI/09, Rejected TN-TR/01
Ross Geller	100%	Extremely clear	Yes	Attached (Clear, EUROPASS)	Excellent ML, targeted, clear and contains detailed research on the TNP.	Approved for all

Research and “Real” Student Hunting

- Give students feedback
 - Missing legal/language skills
 - Motivational letters and CV
- When changes → send PDF as receipt
- Help with further traineeships
 - Research with statistics an website
- Give tips on where to apply (Number of applications)

Austria

TN	City	TN provider	TN period	Duration	Number of trainees	Salary/Other benefits	Educational level	Languages required	Legal skills required
TN-AT/09	Salzburg	LBG Salzburg Steuerberatung GmbH	01/07/2022 - 30/09/2022	1 - 3month	1	EUR 1582.57 / month Food, Other: Free drinks, Flexitime	Undergraduate	German - Fluent AND English - Basic OR	Company Law - General Tax Law - General
TN-AT/10	Bregenz	Reiterer Ulmer Rechtsanwälte	01/07/2022 - 01/08/2022	2 - 4week	1	EUR 1000.00 / month	Graduate Bachelor	German - Fluent AND AND	Administrative Law - General Civil Law - General Contract Law - General Criminal Law - General Family Law - General Property Law - General
TN-AT/11	Graz	Mag. Irmgard Neumann	01/10/2022 - 31/01/2023	4week	1		Graduate Bachelor	German - Fluent AND AND	Civil Law - Advanced Civil Procedure Law - Advanced Family Law - Advanced Insurance - General Labour Law - General Private International Law - General
TN-AT/12	Vienna	DataGuard	01/07/2022 - 30/06/2023	4 - 12month	10	EUR 15 - 17 / per hour Food, Other: Gym membership	Undergraduate	German - Fluent AND English - Fluent	
TN-AT/13	Linz	SCWP	01/09/2022 - 31/08/2023	3	1	EUR 780.00 / month	Graduate Bachelor	German - Fluent AND English - Basic	Civil Law - General

Search for ELSA Traineeships

🔍 Filters

Traineeship contains ...

Categories
Select one or more categories

Countries
Select one or more countries

Duration of traineeships
Select one or more data

Your language skills
Select one or more languages

Your legal skills
Select one or more legal skills

Your study level
Select your study level ▾

Traineeships

Reiterer Ulmer Rechtsanwälte

Country: Austria
City: Bregenz
Traineeship code: TN-AT/01
03/07/2023 - 31/08/2023
Duration: 4 week/s
Remuneration: EUR 1000.00 per month
Required Study Level: Graduate Bachelor
Number of Applications: 5

[Read more](#)

Global Rockstar GmbH

Country: Austria
City: Vienna
Traineeship code: TN-AT/02
01/02/2023 - 31/08/2023
Min Duration: 3 month/s
Max Duration: 6 month/s
Remuneration: EUR 900.00 - 1300.00 per month
Required Study Level: Graduate Bachelor
Number of Applications: 28

[Read more](#)

Saxinger, Chalupsky & Partner Rechtsanwälte GmbH

Country: Austria
City: Vienna
Traineeship code: TN-AT/03

Freshfields Bruckhaus Deringer

Country: Austria
City: Vienna
Traineeship code: TN-AT/04

Verification

How to verify:

- Read the new guidelines
- Use the checklist
- Remember the key rules, 60% Legal Skills, 100% Language Skills
- Make sure your Local Officers understand what is required of them, check before Student Hunting begins
- Give them exemplar versions of Proof of Legal Skills and Motivation letters so that they understand what the standard is

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Exemplar Proof of Legal Skills

Family Law - General: Completed compulsory module during my LLB.

Commercial Law – Advanced: Studied as part of the undergraduate course in Ukraine, currently completing an LLM in International Commercial Law at Cambridge.

Contract Law – Advanced: Completed compulsory module during my LLB, have been teaching as part of the course on Civil Law of Ukraine for a decade. Currently studying topics in English contract law as part of the course in History of English Civil and Criminal Law at the LLM in Cambridge.

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Matching

- Read the new guidelines
- Understand the process so that you can explain it if required
- Excellent source of feedback
- Explain the rules to the Local Officers so that they can justify asking for revisions from applicants

Points	Motivation Letter	CV	Legal Skills	Language Skills	Proof of Legal Skills
0	No ML	No CV	0% - 59% Match	Does not possess the requirement.	No Proof
1	Very poor ML, one sentence	Very poor CV, one sentence.	60% Match	Possesses required language	Basic description
2	Poor ML, less than five sentences	Poor CV	70% Match	Exceeds skill level on required language.	Excellent description
3	Below average ML, between five and ten sentences	Below average CV	80% Match	Exceeds skill level on required legal skills.	
4	Average ML, one to two paragraphs. Generic content	Average CV	90% Match		
5	Mid-range ML, generic, possibly copied	Mid-range CV	100% Match		
6	Above average ML, relevant content	Above average CV	Exceeds skill level on required legal skills.		
7	Good ML, relevant content and specific to the TNP	Good CV			
8	Very good ML, relevant, specific to TNP with clear customisation	Very good CV			
9	Outstanding ML, relevant, customised with a clear application of skills to the requirements of the TNP	Outstanding CV			
10	Flawless ML	Flawless CV			

Practical Session

- Each team will get an email which is identical
- Responses will not be identical
- Remember the principles of effective communication
- Keep a note of the issues raised for the debrief

Practical Session Email

Hello,

My name is Harry Potter and I was recently chosen for your traineeship at the Linklaters, however, I have heard nothing from anyone about this since I got told by automated email that I had been chosen. When I reached out to the ELSA Group in London, they were rude and had no idea what I was talking about. I think it is really unprofessional what you are doing and you honestly shouldn't run a program like this if you do not know what you are doing. If I hear nothing from you, I will simply not attend the traineeship.

Kind regards,

Harry Potter

Practical Session Email

Good Morning,

I recently applied to a traineeship on your website but I received an email stating that I wasn't chosen, however, I clearly have all the skills I need to an advanced level, and I have excellent experience at various law firms. I am sure the reason I was not chosen was simply an error, and so I will be contacting the law firm today to find out why this happened and tell them that they should reconsider my application.

Kind regards,

Hermione Granger

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DEBRIEF

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AUSTRALIA