

# The One with Joey's Interview

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II International Training Meeting  
1st - 4th of September 2022

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A medium shot of Joey Tribbiani from the TV show Friends. He is wearing a brown and blue plaid button-down shirt and has a slightly confused or questioning expression on his face. He is gesturing with his right hand, palm up. The background shows a cluttered apartment interior with a doorway and some furniture.

So, who knows what  
I might say this time.

# What will we talk about ?



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# JOB HUNTING !!!!!!!

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# Plan of the Workshop

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1. What is Job Hunting ?
2. When is the Job Hunting Period ?
3. How to conduct Job Hunting ?
4. The TSF
5. Questions



# What is Job Hunting ?

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# What is Job Hunting ?

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JH refers to the acquisition of new Traineeship Providers (TNPs ) and the maintenance thereof as part of the programme. JH is conducted throughout the year on local, national and international levels. There is one JH Deadline per Cycle

# When is the Job Hunting period ?

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1st Job Hunting deadline → 8th of November 2022

2nd Job Hunting deadline → 3rd of April 2023

*Basically : during the all year!*

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# How to conduct Job Hunting ?



# How to conduct Job Hunting ?

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## 1. Choose the potential Traineeship Providers you want to contact

- a. Check the previous Traineeship Provider that your National Group had
- b. Check if it was successful and if yes, if you want to contact them for another cycle
- c. Check with you President if there are some partner's who might be interested by the programme
- d. Research some new potential TNPs
- e. Check the Contact Procedure before contacting anyone. If necessary, fill in the CAF (Contact Approval Form) to get the approval from ELSA International or another National Group
- f. When you have the approval or if you don't need any, contact the previous/potential TNP

**Tips&Tricks → create a database with your LGs to not contact the same TNP**

**Tips&Tricks → Collaborate with your President**

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# How to conduct Job Hunting ?

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1. Choose the potential Traineeship Providers you want to contact
2. Contact the potential Traineeship Providers you want
  - a. Search for a personal contact. If you don't have any, choose someone on the website to contact on their personal email
  - b. Write your email or call them
    - i. Keep it short
    - ii. Present yourself
    - iii. Present shortly ELSA
    - iv. Present the project in 2-3 lines
    - v. Say you are interested to have a meeting with them to give them more details
    - vi. Send them the ELSA Traineeships Media Card



**Tips&Tricks** → NEVER use the general email "info@..." → they never check it

**Tips&Tricks** → Template, p.15

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# How to conduct Job Hunting ?

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1. Choose the potential Traineeship Providers you want to contact
2. Contact the potential Traineeship Providers you want
3. **Preparing the meeting**
  - a. Search some information about the potential TNP (field of interest, points in common with ELSA)
  - b. Prepare what you are going to say → Bullet points
  - c. Prepare answers to potential questions and concerns they might have

**Tips&Tricks → Check the [ELSA Traineeships Handbook, p. 16](#)**

# How to conduct Job Hunting ?

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1. Choose the potential Traineeship Providers you want to contact
2. Contact the potential Traineeship Providers you want
3. Preparing the meeting
4. The meeting



# How to conduct Job Hunting ?

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1. Choose the potential Traineeship Providers you want to contact
2. Contact the potential Traineeship Providers you want
3. Preparing the meeting
4. **The meeting**
  - a. DON'T PANIC
  - b. Be sure to be prepared
    - i. Dress formally
    - ii. If online
      1. Check your internet connection
      2. Check no one will disturb you
      3. Be sure to have sent out a link to the potential TNP
    - iii. If physical
      1. Check your way and transportation
      2. Print your notes and the Media Card
    - iv. Take your preparation

# How to conduct Job Hunting ?

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1. Choose the potential Traineeship Providers you want to contact
2. Contact the potential Traineeship Providers you want
3. Preparing the meeting
4. **The meeting**
  - a. BE ON TIME !!!!!!!!!!!!!!!!!!!!!!!
  - b. Small talk is always good
  - c. Present the project
    - i. Use the Media Card so they can have a support to look at
    - ii. Explain all the details of the projects
    - iii. Explain the benefits of ELSA and ELSA Traineeships
    - iv. Explain they are other projects of the association they might be interested into. If they are, mention some of them → Don't go too much in details UNLESS you know them very well

# How to conduct Job Hunting ?

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1. Choose the potential Traineeship Providers you want to contact
2. Contact the potential Traineeship Providers you want
3. Preparing the meeting
4. The meeting
5. **The Follow-up**
  - a. Send them an email after the meeting with the link of the form, if they seemed interested by ELSA Traineeships
  - b. Send them other information if they asked for some
  - c. Send them other information about other ELSA Projects if they asked for it





# The TSF

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- You will be able to find the TSF (Traineeship Specification Form) on the ELSA Officers Portal
- You can send the link of the form to the TNP so they can fill it in
- Propose to help them
- When they are done, you will see the TSF on the SOS (STEP Online System)
  - Check that everything is correct
  - If not, contact the TNP and then modify the TSF on the platform
  - If yes, don't touch anything
- A survey will be sent to National Officers to see what needs to be updated in the TSF



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# Questions ?

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