



University Career Center Training Guide

Introduction

Welcome aboard and thank you for choosing Scoutr for your University Career Center and Student Needs! We are proud to be your partner towards these ends!

Our primary goals are to:

- Inform Career Centers and Other University Stakeholders of their nature of the job market they are up against
- Provide information to Career Centers and Other University Stakeholders that will help them improve student experience with Scoutr
- Provide high-quality data to Career Centers regarding Students so that they may optimize their strategic decisions and associated processes
- Provide information to Career Centers and Other University Stakeholders that will help them improve student experience with Scoutr
- Increase Student visibility as a Job Seeker and a High-Quality Candidate to potential employers
- Provide you unique opportunities to develop your Knowledge, Skills, Abilities (KSAs), with a high degree of focus on experiential learning

Scoutr operates under the principle of **High Data Trust**, ensuring stakeholders have confidence in our data quality, security, governance, compliance, and ethical usage. Our commitment is to be honest, helpful, transparent, and supportive in all we do.

Sincerely,
Your Scoutr Team

If you have any questions, please email us at info@scoutr.team



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University Career Centers

Forward Deployment With Scoutr

The emergence of new technology presents a transformative opportunity for University Career Centers, promising significant enhancements in efficiency, decision-making, and employee experience. To fully capitalize on this potential, Universities require not merely access to new tools, but strategic guidance and comprehensive preparation for their workforce. This report introduces an innovative service model, termed "Forward Deployment," specifically designed to train and prepare University Stakeholders for effective new Career Center Technology implementation. This model transcends traditional, reactive training paradigms by offering a proactive, on-site, and deeply integrated approach, mirroring the efficiency gains observed in supply chain logistics.

The core value proposition of this "Forward Deployment" service lies in its ability to accelerate adoption, mitigate implementation risks, and significantly enhance client return on investment by embedding expertise directly within the client's operational environment.



The Scoutr Readiness Index Measure

A critical component of Scoutr's Forward Deployment Initiative is the Scoutr Readiness Index for Universities (SRI-U). The SRI includes items that ask about four dimensions of Readiness include: (1) General Change Management, (2) AI Readiness, (3) Risk Aversion, and (4) Readiness by Scoutr Asset.

This Index helps Scoutr determine precisely (a) what to focus on upskilling (i.e., training) and (b) who needs upskilling. Typically, the SRI-U is sent to universities at two separate times. First, the SRI is sent to Scoutr's point of contact during the Discovery Phase to gain an initial understanding of training needs for the purposes of providing a more accurate Proposal. Second, the SRI is sent to key employees of the University Career Center during the Architecture Building Phase to ensure all training developed for the client is accurate, thorough, and comprehensive.

General Change Readiness

General Change Readiness refers to a University Career Center's overall preparedness when it comes to the adoption of new technology (i.e., Scoutr) and the replacement of old, antiquated Career Center Systems.

The SRI for Universities focuses on four subdimensions: (1) Career Center team culture and its ability to reinforce habits consistent with the optimal use of the new technology, (2) leadership commitment to reinforcing new technology needs, (3) general stakeholder (i.e., administrator) likelihood to engage with the new technology, and (4) the extent of training that will likely be needed across stakeholder groups.

AI Readiness

AI Readiness refers to a University's overall preparedness when it comes to the adoption of new technology (i.e., Scoutr) that includes components of AI such as Machine Learning Capabilities.

The SRI for Universities focuses on two subdimensions: (1) individual access to high-quality data inputs for talent management and talent acquisition purposes, and (2) whether a given individual knows how to use data analytics that have been developed through AI or machine learning.

Risk Aversion

Risk Aversion refers to a University Career Center's overall aversion to the risks associated



with the adoption of new technology (i.e., Scoutr).

The SRI for Organizations focuses on four subdimensions: (1) Leadership risk aversion regarding adoption and use of new technology, (2) HR risk aversion regarding adoption and use of new technology, (3) Career Center Team risk aversion regarding adoption and use of new technology, and (4) Student risk aversion regarding adoption and use of new technology.

Readiness by Scoutr Asset

Readiness by Scoutr Asset refers to a client organization's overall preparedness when it comes to the adoption of each new technology asset Scoutr contains within its Integrated People Operations Operating System.

The SRI for Universities focuses on ten subdimensions: (1) Career Center Team Readiness to use Immersive Applied Experiences in our Experiential Learning and Development System (ExLDS), (2) Career Center Team Readiness to use Career and Self Exploration Experiences in our ExLDS, (3) Career Center Team Readiness to use Competency Development Experiences in our ExLDS, Readiness to use Competency Development Experiences in our ExLDS, (4) Student Readiness to use Immersive Applied Experiences in our Experiential Learning and Development System (ExLDS), (5) Student Readiness to use Career and Self Exploration Experiences in our ExLDS, (6) Student Readiness to use Competency Development Experiences in our ExLDS, (7) Career Center Team Readiness to use new technology that aids with Short-Term Planning for Students, (8) Career Center Team Readiness to use new technology that aids with Long-Term Planning for Students, (9) Career Center Team Readiness to use new technology that creates a Job Search Marketplace for Students, (10) and Career Center Team Readiness to view roles as Sets of Skills rather than Job Titles.



What Career Centers Need to Know About the Job Market Today

Career Center Teams at Universities need to know that the job market today is characterized by **intense competition, rapid technological disruption (especially AI), a focus on demonstrable skills over degrees alone, and a shift in what new graduates prioritize in a job.**

Below are the critical areas of knowledge and expertise for university career center staff.

The Disruption of Entry-Level Roles by AI

- **Automation of Routine Tasks:** Be aware that Artificial Intelligence (AI) is rapidly automating the administrative, data entry, and basic analytical tasks that historically constituted many entry-level white-collar jobs (e.g., junior marketing, basic customer service, routine coding).
- **The Experience Trap:** This automation is leading employers to look for higher levels of demonstrated skill and experience even in "entry-level" hires, making it harder for new graduates to get their foot in the door.
- **AI Fluency is a New Essential Skill:** Staff must coach students to view AI tools (like Generative AI) not as a shortcut, but as a productivity partner. Students must be able to demonstrate they can use AI ethically and effectively to **enhance their output** (e.g., advanced prompt engineering, using AI for data analysis).

The Dominance of Skills-Based Hiring

- **Skills Over Degree Alone:** Employers are increasingly implementing **skills-based hiring practices**, with many willing to accept degree equivalency or alternative credentials (e.g., certifications, bootcamps) for certain roles.
- **The Core In-Demand Skills (NACE Competencies):** The most sought-after qualities remain "soft" and durable skills:
 - **Problem-Solving and Critical Thinking**
 - **Teamwork and Collaboration**
 - **Communication (especially across digital and hybrid settings)**
 - **Initiative and Leadership**
 - **Adaptability and Flexibility**
- **The New Hard Skills:** Advise students to acquire and showcase technical skills in **Data Literacy/Analytics** and **AI/Machine Learning Fluency**, as these are rapidly becoming foundational across all industries, not just tech.



The Critical Role of Experiential Learning

- **Experience is the New Entry-Level:** Internships, co-ops, research projects, and other experiential learning opportunities are no longer optional—they are the most effective way for students to close the experience gap.
- **The Value of Micro-Experiences:** Promote and guide students toward short-term, project-based work (micro-internships, virtual externships) to build a portfolio of verifiable skills and industry exposure.
- **Connecting Theory to Practice:** Staff must become experts at helping students articulate their experiential learning on resumes and in interviews, quantifying their contributions and clearly linking their classroom knowledge to a professional impact.

Shifts in Student Priorities and Compensation

- **Cost of Living is a Top Factor:** New graduates are factoring in the **cost of living** heavily when considering job offers and relocation, often prioritizing it over a high starting salary.
- **The Demand for Workplace Culture:** Students are highly focused on finding a healthy **workplace culture**, friendly co-workers, and a good work/life balance, often rating these above starting salary.
- **Work Modality Preference:** While hybrid arrangements are popular, staff should know that a significant portion of the student population still prefers an **in-person or fully on-site arrangement**, contrasting with the all-remote trend of previous years.

Tactical and Technological Gateways

- **Applicant Tracking Systems (ATS):** Career Center staff need to be experts in how **ATS filters and scans resumes**, coaching students on keyword optimization and formatting to pass this initial, non-human hurdle.
- **Data-Driven Advising:** Leverage **Labor Market Intelligence (LMI)** tools to provide students with real-time data on local hiring trends, salary benchmarks, and growth industries, making career coaching more strategic.
- **Networking in a Digital-First World:** Advise students that networking is increasingly a **digital strategy** (LinkedIn, professional online communities) and requires tailored, value-add outreach instead of generic requests.



Tools University Career Centers Should Be Considering to Help Students Before the Job Market and At Graduation

Career Center Teams must deploy a layered set of tools that support students from the beginning of their academic journey (Exploration and Development) through the high-stakes period right before and at graduation (Tactical Job Search).

These tools should focus on **personalization, skill validation, and ATS-beating strategies**.

Early Career Exploration & Development Tools (Pre-Market)

These tools help students identify their path, build foundational career knowledge, and ensure their academic choices align with labor market needs.

- **Self-Assessment and Alignment Platforms:**
 - Interactive, online systems that use scientifically validated assessments (interests, values, personality, skills) to connect students with potential majors and occupations.
 - **Goal:** Drive early engagement and help students choose a direction informed by self-awareness and data.
- **Virtual Career Exploration Tools:**
 - Video-based platforms that allow students to take virtual job shadows, conduct informational interviews, and explore various careers and industries.
 - **Goal:** Provide authentic, scalable exposure to the world of work without needing an in-person commitment.
- **Digital Skills-Building Platforms:**
 - Providing campus-wide access to on-demand professional development courses to close technical and durable skill gaps identified by employers (e.g., Data Analytics, Project Management, AI Basics).
 - **Goal:** Encourage continuous skill development and provide micro-credentials to supplement the degree.
- **Integrated Mentorship/Alumni Platforms:**
 - AI-powered platforms that connect students to alumni and industry professionals for mentorship, networking, and advice, providing social capital to those who lack it.
 - **Goal:** Build professional networks early and provide context-specific career guidance.



Tactical Job Search and Visibility Tools (Graduation Time)

These tools are crucial for ensuring a student's application is technically flawless and highly visible to human recruiters.

- **AI-Powered Resume Optimization Tools:**
 - AI-driven software that instantly scores a student's profile against a specific job role, providing feedback on compatibility.
 - **Goal:** Ensure every application has the highest possible chance of passing the automated screening phase (a critical hurdle for most large companies).
- **Virtual Interview Practice Software:**
 - Platforms that use video recording and sometimes AI feedback to allow students to practice mock interviews (behavioral, technical, case).
 - **Goal:** Master both traditional and new forms of interviewing (e.g., one-way video screening) by receiving critical feedback on content and delivery.
- **Primary Career Management System:**
 - The central hub for job/internship postings, career fair registration, and scheduling advising appointments.
 - **Goal:** Serve as the unified access point for all job opportunities and career office services.
- **Labor Market Intelligence (LMI) Databases:**
 - Access to real-time data on local and national job trends, required skills, and salary benchmarks for different roles.
 - **Goal:** Equip students with data to make informed decisions about negotiating salary and pivoting to high-growth industries.

Verification and Portfolio Tools

These tools help students formally document and demonstrate their readiness to employers.

- **Digital Portfolios/Website Builders:**
 - Tools to help students create a professional profile to showcase projects, code samples, case studies, and creative work—moving beyond the static resume.
 - **Goal:** Provide tangible proof of skills and experience, which employers highly value.
- **Learning and Employment Records (LERs) Integration:**
 - Utilizing platforms that issue digital badges or verifiable records for non-degree skills (e.g., soft skills, professional certifications).
 - **Goal:** Give students a validated way to communicate their competencies, making them more visible and trustworthy to recruiters.



Helping Students Create a Scoutr Profile

Student/Candidate Profile Creation

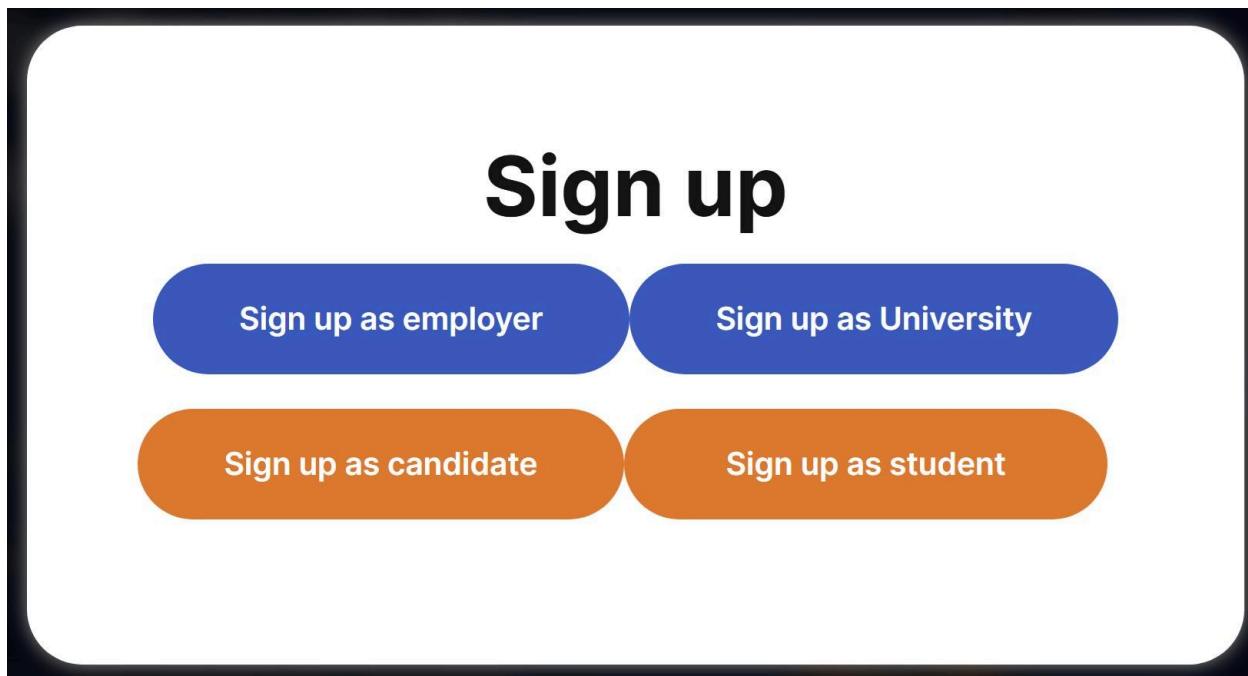
You, as the Job Seeker, are responsible for the development and optimal use of your Scoutr Profile, and we are here to help!

Follow the below steps to create your Scoutr Candidate Profile.

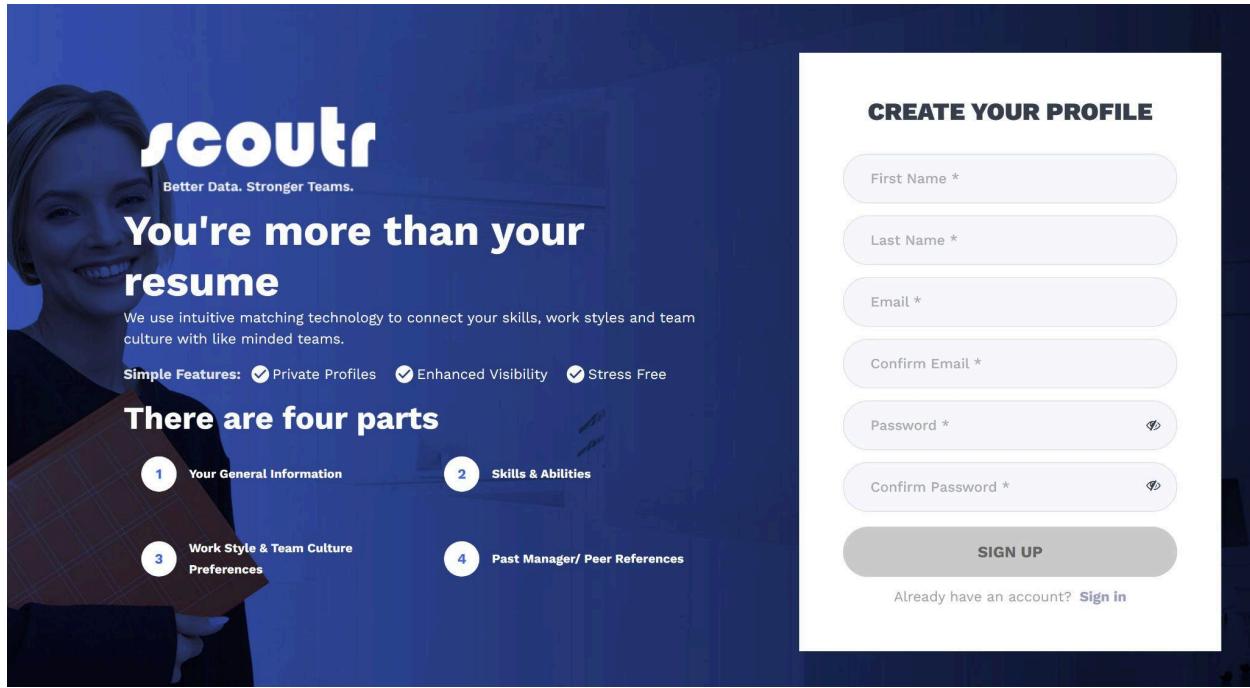
Step 1: Go to <https://ecu.myscoutr.com/sign-in> and click "Sign up" at the top right corner.



Step 2: Click "Sign up as candidate" in the bottom left corner.



Step 3: Complete the information blanks requested including your first and last name, personal email, and provide a password you'd like to use.



The image shows the Scoutr landing page on the left and a sign-up form on the right. The landing page features a woman smiling, the Scoutr logo, and the tagline 'Better Data. Stronger Teams.' It highlights 'You're more than your resume' and 'We use intuitive matching technology to connect your skills, work styles and team culture with like minded teams.' It lists 'Simple Features: Private Profiles, Enhanced Visibility, Stress Free' and shows four steps: 'There are four parts' (1. Your General Information, 2. Skills & Abilities, 3. Work Style & Team Culture Preferences, 4. Past Manager/ Peer References). The sign-up form on the right is titled 'CREATE YOUR PROFILE' and includes fields for First Name, Last Name, Email, Confirm Email, Password, and Confirm Password, with a 'SIGN UP' button and a 'Sign in' link.

CREATE YOUR PROFILE

First Name *

Last Name *

Email *

Confirm Email *

Password *

Confirm Password *

SIGN UP

Already have an account? [Sign in](#)

Step 4: Complete the information blanks requested, with your Location Information, Motivation to Market, and Personal Summary being the key ones required. You may also choose to upload a photo of yourself.



Step **1 of 9**

Welcome to Scoutr

By creating your profile, the Scoutr system will Act as an application and initial interview screen for multiple roles that you may be qualified for. Our matching technology will show your potential to positions and teams where you are most likely to have success!


Upload
(optional)
michael cam

PHONE

STREET ADDRESS

COUNTRY *

STATE *

CITY * ZIPCODE *

LINKEDIN PROFILE

PERSONAL WEBSITE

MOTIVATION TO MARKET *

PERSONAL SUMMARY *



Step 5: Provide all relevant work experience that you would like to share with Prospective Employers. You may also indicate that you are looking for your first job if you have no relevant past work experience. Note that you will only have to do this once for all employers.

Step **2 of 9**

Work Experience

Please input any relevant work experience that you would like to share with prospective employers. This can be full or part-time work, internships, or volunteer work.

I am looking for my first job

JOB TITLE

COMPANY

LOCATION (OPTIONAL)

START DATE

End Date

I currently work here

[SAVE & ADD ANOTHER](#)

[NEXT STEP](#)

Step 6: Provide information regarding your ideal job information including job title, location, compensation, and whether you are willing to work remotely or relocate. If you are seeking an internship, be sure to indicate that here.



Step **3 of 9**

Describe Your Ideal Job

JOB TITLE

LOCATION

COMPENSATION
 \$ PERIOD

Willing to work remote
 Willing to relocate
 Seeking Internship

CANCEL **NEXT STEP**

Step 7: Upload any relevant public files you would like Potential Employers to see (e.g., resume, cover letter), as well as any private files you would like only you to be able to access (e.g., recommendations, certifications, licenses).

Step **4 of 9**

Public and Private Files

Public Files

Public files are stored in your profile and visible to companies that you match with. This is a great place for files like your Resume, Portfolio, or cover letter.

Upload

Private Files

Private files are stored in your profile and only accessible by you. Feel free to upload documents, recommendations, certifications, or licenses you may need to share with an employer later.

Upload

NEXT STEP



Step 8: Enter your top 5-10 Knowledge areas, Skills, and/or Abilities. The more you use, the better your matches will be.

Step **5 of 9**

Enter Your Top 5-10 Skills

Show off your skills by completing the KSA (knowledge, skills and abilities) section

The best part is that our system uses natural language processing to find additional skills that correlate, increasing your chance at being matched with a job that fits.

Please provide a minimum of 5 and a maximum of 10 skills, each using all lowercase letters and no spaces

+

CANCEL NEXT STEP

Step 9: Provide Education and Certification Information.

Step **6 of 9**

Education And Certification

SCHOOL:

DEGREE:

MAJOR:

CONCENTRATION:

MINOR:

START DATE:

END DATE:

I currently attend

SAVE & ADD ANOTHER NEXT STEP



Step 10: Select your Team Culture Preferences based on the instructions provided. Note that these preferences play an important role in the matching process.

Step **7 of 9**

Team Culture and Climate

Team Culture refers to the set of expectations team members have for each others' behaviors at work. The following **8 Dimensions** will ask you to identify the ideal culture of the team you would like to join.

There is no right or wrong answer to any of these questions. All cultures exist for a reason, and all cultures come with strengths and weaknesses. Our objective is to match you with teams and positions that have cultures with similar expectations to your own so you will be happy to join and stay for the long haul!

If you feel like the ideal culture may vary depending on the situation, consider which rating best describes the culture you would prefer **on average over time across many situations.**

For each cultural dimension, you will be asked to rate the culture you're looking for on a scale of 1-5. If you feel this culture falls somewhere in between the two examples presented, a score of 2 through 4 would be appropriate.

Decision-Making

Decision-Making refers to beliefs and expectations team members share regarding decision-making locale and accountability within a team. In teams with **centralized decision-making**, decisions are primarily made by leaders or managers and directed downward to followers. **Decentralized decision-making** tends to occur more frequently in teams with flat structures where accountability is spread more evenly across team members.



Support

Support refers to beliefs and expectations team members share regarding the levels of peer and leadership support within a team. In teams with **strong peer and leader support**, team members expect and value support from one another. In teams with **weak peer and leader support**, a belief is generally shared that team members do not need to rely on one another to complete tasks and projects.



Risk

Step 11: Select your Work Style Preferences based on the instructions provided. Note that these preferences play an important role in the matching process.



Step 8 of 9

Work Style

Work Style is similar to “personality” and refers to your natural tendencies and preferences regarding how you go about completing your work. The following **8 Dimensions** will ask you to describe your work style.

There is no right or wrong answer to any of these questions. All Work Styles exist for a reason, and all Work Styles come with strengths and weaknesses. Our objective is to recommend positions to you where the job responsibilities align with your natural tendencies.

If you feel like your Work Style may vary depending on the situation, consider which rating best describes your style **on average over time across many situations.**

For each dimension, please rate your work style on a scale of 1-5. If you feel your style falls somewhere in between the two examples presented, a score of 2 through 4 would be appropriate.

Influence

Influence refers to a candidate's natural tendency in exchanging ideas in a team environment. **Counselors** are natural listeners who share their ideas when called upon or when necessary. **Champions** are natural advocates who share their ideas proactively and assertively.



Collaboration

Collaboration refers to a candidate's natural preference to complete work by themselves or with others. **Introverts** are most energized and productive when they are allowed space to tackle problems individually. **Extroverts** are most energized and productive when they are able to take problems while working with others.



Problem Solving

Problem Solving refers to a candidate's preferences regarding when to engage with a new problem. **Innovators** prefer to engage at the beginning of the problem cycle, helping to define the problem and design and build new solutions.

Step 12: Provide at least one Reference. The more the better. These can include past managers, mentors, peers, professors, or anyone else you feel can speak to your strengths and weaknesses.



Step 9 of 9

References

Please provide at least one reference. These references can be from previous managers, mentors, peers, professors, or anyone else who can speak to your personal strengths and weaknesses.

While references are not mandatory, not providing one will significantly reduce your chance of getting an interview.

Notify Your References! Don't let your reference request get lost in a spam folder! Please reach out to these references to let them know they will be contacted

FIRST NAME

LAST NAME

EMAIL

PHONE

COMPANY

POSITION

RELATIONSHIP

SAVE & ADD ANOTHER **SUBMIT**

Step 13: You now have completed your Profile! Notice at the top right your profile is indicated as "Active" (will provide you match information on all positions available within Scoutr) and "Not Passive" (companies can all see your profile when searching for candidates).



[VIEW PROFILE](#)

michael.cam

Profile Completion 60%

23 Details missing [ADD DETAILS](#)

Email: mampion123@yahoo.com

Phone Number

Skills

problem solving brand management supply chain management
market research statistical analysis

Positions

[Top Positions](#) [Applied \(0\)](#) [Interviews \(0\)](#) [Offers \(0\)](#)

Name	Score	Company Name	Location	Type	Skills	Posted Date
Marketing Analyst	86%	Tatango	Raleigh	Full Time	marketing strategy, sales development, marketing campaigns, sales strategy, account management, marketing analytics, go to market strategy, customer experience	March 31, 2023
Marketing Analyst	81%	Scoutr	Raleigh	Full Time	business development, market analysis, sales strategy, market research, outboundmarketing, business analysis	September 23, 2025
Marketing Strategist	81%	Method Savvy	Durham	Full Time	marketing strategy, social media, consumer behavior, digital marketing, integrated marketing, agency, marketing campaign, content marketing, marketing automation, market research	June 09, 2021
Director of Broker Relations	80%	United Franchise Group	West Palm Beach	Full Time	franchisee development, management skills, brand management, sales management, active listening, critical thinking, negotiation skills, bilingual	June 08, 2022
Sales Manager	79%	Scoutr	Cary	Full Time	sales, sales management, operations, crm, sales strategy, marketing strategy, team building	March 17, 2022
Data Analyst	79%	Clover	Sunnyvale	Full Time	data analysis, python, time series, statistics, database management, applied mathematics, solution design	July 23, 2021
Regional Vice President - Franchise Sales (West Palm Beach, FL)	78%	United Franchise Group	West Palm Beach	Full Time	franchisee development, franchisee management, business development, leadership, business owner, sales, business analysis, lead generation, marketing campaigns	February 02, 2022
Regional Vice President - Franchise Sales (Dallas, TX)	78%	United Franchise Group	Dallas	Full Time	franchisee development, franchisee management, business development, leadership, business owner, sales, business analysis, franchise	January 27, 2022
Enterprise Solutions Sr Manager	78%	PepsiCo	Plano	Full Time	sap, inventory optimization, supply chain, supply chain management, analysis, supply chain planning, demand planning, forecasting, organizational skills	July 09, 2021
operation I	77%	Scoutr	Raleigh	Full	operations management, operations, lead generation, leadership skills, problem solving, excellent	April 04, 2022

Private Notes [ADD PRIVATE NOTE](#)

No Private Notes... Yet

Soft Skill Awareness (optional) [TAKE THE ASSESSMENT](#) [VIEW MY RESULTS](#)

Experiential Learning and Development System(ExLDS) [ENTER](#)

Candidate Resources

[Job Search FAQs](#) FAQs for interview preparation, negotiations, onboarding

[Candidate Insights](#) Career Resources to assist you in the job search process

[Interview Simulator](#) Additional resources to help you prepare for the interview

[Soft Skills Resource Manual](#) Resource manual to introduce the Soft Skills Awareness Assessment and help you interpret your results

[Click here for Additional Candidate Resources](#)

• Your Profile is currently **ACTIVE**. That means your Profile is matched to every Position in the platform. You can apply to any Position and any interested Company can view your Profile and contact you.

Student/Candidate Profile Use

Step 1: Review your top matches and use the three circles at the far right of the box labeled "Positions" to begin directly applying if you so choose.

Positions

[Top Positions](#) [Applied \(0\)](#) [Interviews \(0\)](#) [Offers \(0\)](#)

Name	Score	Company Name	Location	Type	Skills	Posted Date
Marketing Analyst	86%	Tatango	Raleigh	Full Time	marketing strategy, sales development, marketing campaigns, sales strategy, account management, marketing analytics, go to market strategy, customer experience	March 31, 2023
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operation I	77%	Scoutr	Raleigh	Full	operations management, operations, lead generation, leadership skills, problem solving, excellent	April 04, 2022

Step 2: Use Candidate Resources to review Job Search FAQs, Get Candidate Insights, Practice for Interviews, and/or learn about your Soft Skills Levels (and improve them).



Candidate Resources

[Click here for Additional Candidate Resources](#)

Job Search FAQs FAQs for interview preparation, negotiations, onboarding	Candidate Insights Career Resources to assist you in the job search process	Interview Simulator Additional resources to help you prepare for the interview	Soft Skills Resource Manual Resource manual to introduce the Soft Skills Awareness Assessment and help you interpret your results
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Step 3: Click on “Enter” under “Experiential Learning and Development System” to enter the ExLDS Portal.



Step 4: Upon entering the ExLDS Portal, invest in your development using a variety of methods including Immersive Applied Experiences, Career and Self Exploration, and Competency Development.

My ExLDS
(Click the links below to learn more)

Immersive Applied Experiences

[Internship/Externship Matches](#)
[Courses](#)

Career and Self Exploration

[Mentorships](#)
[Self Assessments](#)
[Career Development](#)
[Workshops](#)

Competency Development

[Knowledge Enhancement](#)
[Real World Problem-Solving](#)



Helping Organizations Create a Job Posting In Scoutr

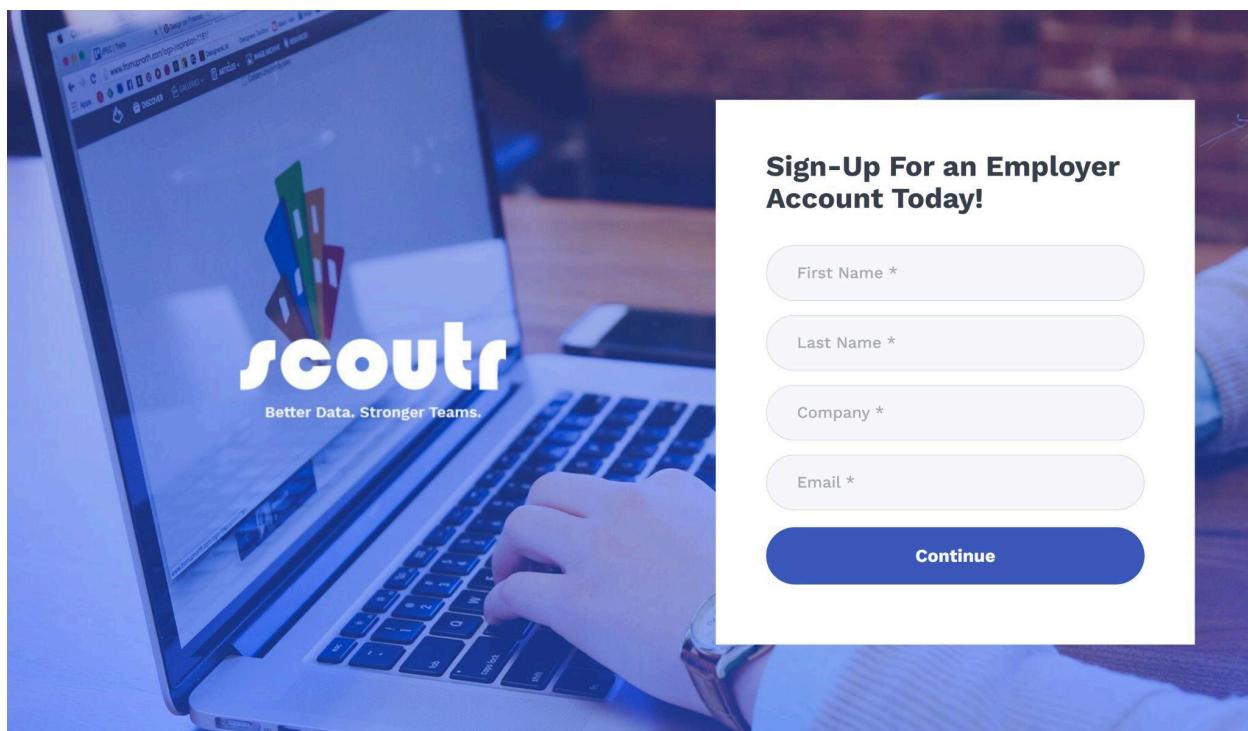
Once an Employer in your network indicates an interest in using Scoutr to Post a Job, please refer them to a Scoutr representative (by emailing bstevens@scoutr.team) so that we can walk the Organization's Administrators through Profile Creation. **Please cc them in the email so that we can connect with them immediately.** In what follows, we will briefly outline the process if they'd like to get started immediately.

Administrator Profile Creation

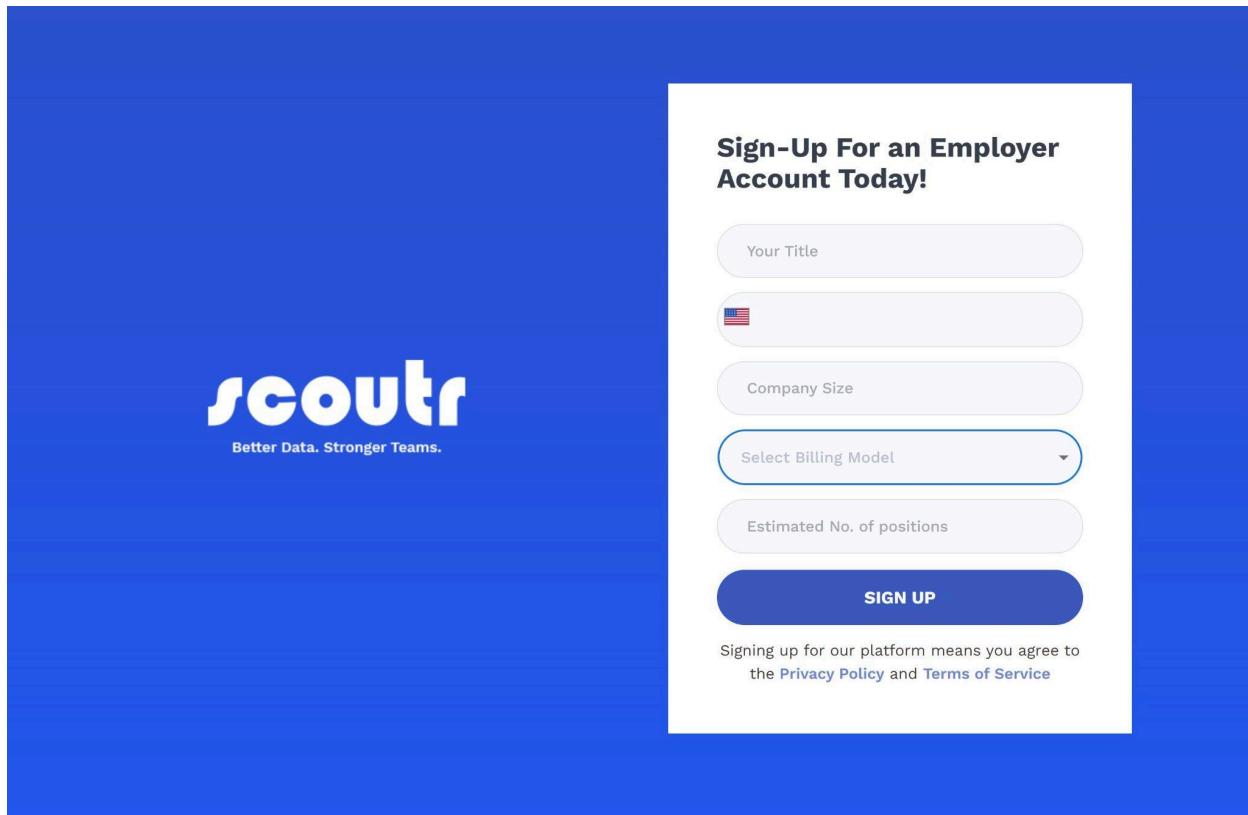
Step 1: Sign up for Scoutr by clicking on the "Sign up" button at the top of "www.scoutr.team."



Step 2: Insert your information, including your First and Last Name, Company, and Company Email.



Step 3: Insert additional information, including your Job Title, Work Phone Number, Company Size (in Employee Count), your preferred Billing Method (e.g., Annual, Monthly, Position-Based), and the Estimated Number of Open Positions you have to post for external recruitment.



Step 4: You will receive two emails. The first email will contain a link to schedule a quick onboarding call with Scoutr.

Hi, Mike.

Thanks for registering for an employer account on the Scoutr platform!

The next step is to schedule a quick onboarding call to set up your account and determine how we can best serve you in helping you grow your team. You can schedule a time that works best for you by clicking [here](#).

Feel free to reach out if you have any questions.

In the meantime, you can use login.scoutr.team to explore the platform and see its benefits to you and your organization.

All the best,

The Scoutr Team



Step 5: The second email will contain an account activation link, as well as several resources.

Hello, Mike Campion

Welcome to [Scoutr](#)!

To accept this invitation and activate your account, please follow the link below.

[Activate My Account](#)

We're excited to have you aboard!

Here are some links to additional resources:

- [Match Report Tutorial](#)
- [Interview Simulator](#)

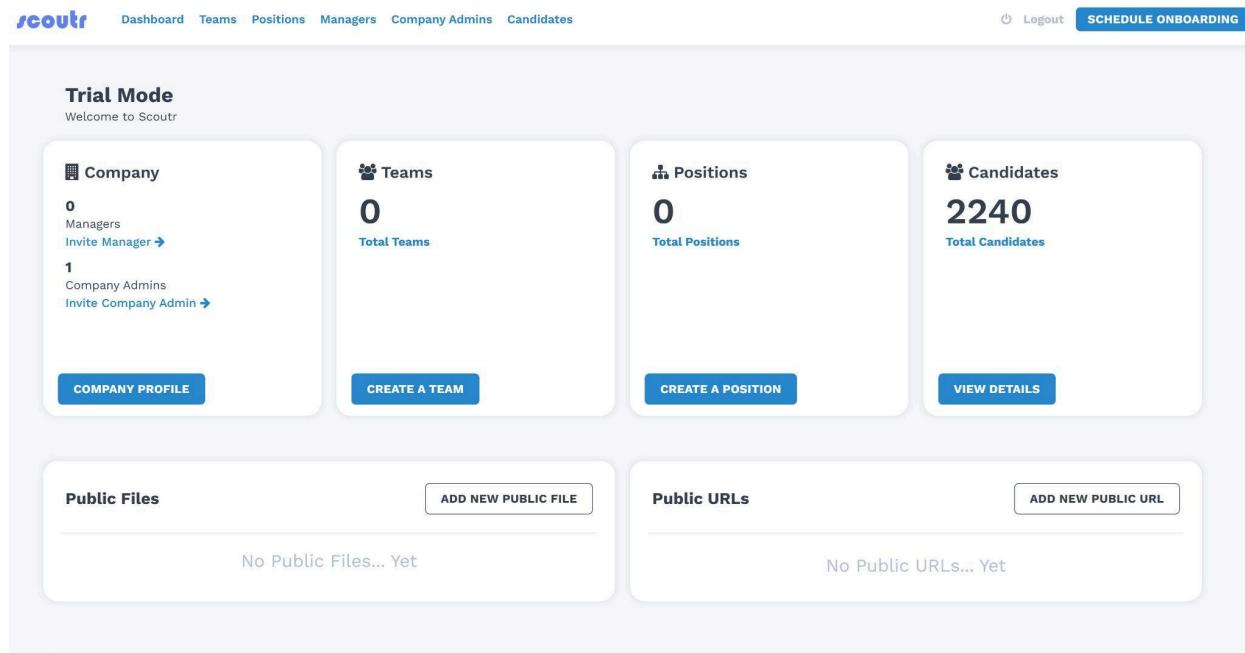
All the best,

The Scoutr Team

Find out more information at [www.scoutr.team](#)

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Step 6: Upon clicking the link to activate your account, you will be able to view Scoutr in "Trial Mode."



The screenshot shows the Scoutr Trial Mode dashboard. At the top, there is a navigation bar with links for Dashboard, Teams, Positions, Managers, Company Admins, Candidates, Logout, and SCHEDULE ONBOARDING. The main area is titled "Trial Mode" and "Welcome to Scoutr". It features four large cards: "Company" (0 Managers, 1 Company Admins), "Teams" (0 Total Teams), "Positions" (0 Total Positions), and "Candidates" (2240 Total Candidates). Below these are sections for "Public Files" (No Public Files... Yet) and "Public URLs" (No Public URLs... Yet), each with an "ADD NEW PUBLIC FILE" or "ADD NEW PUBLIC URL" button. At the bottom, there is a "COMPANY PROFILE" button.

Step 7: Once you have finished your initial welcome meeting with Scoutr, you will have access to your full company dashboard, which, at **bare minimum**, will look like the below screenshot,



but be white-labeled to reflect your employer brand. **Note** that during Onboarding and Implementation, Scoutr will build out most of your Company's Scoutr Intelligence Engine for you.

Dashboard
Welcome to Scoutr

Company
6 Managers
Invite Manager ➔
3 Company Admins
Invite Company Admin ➔

COMPANY PROFILE

Teams
25
Total Teams

CREATE A TEAM

Open Positions
10
Total Open Positions

23
Total Inactive Positions

CREATE A POSITION

Employees
10
Total Employees

ADD NEW EMPLOYEE

Public Files

Scoutr Differentiation
Scoutr_Differentiation_(1).pdf

Scoutr Team Response Scorecard
Scoutr_Team_Response_Scorecard.pdf

Scoutr Retention Data

ADD NEW PUBLIC FILE

Public URLs

Scoutr - Qualtrics Team Survey Projects
<https://scoutr.qualtrics.com/Q...>

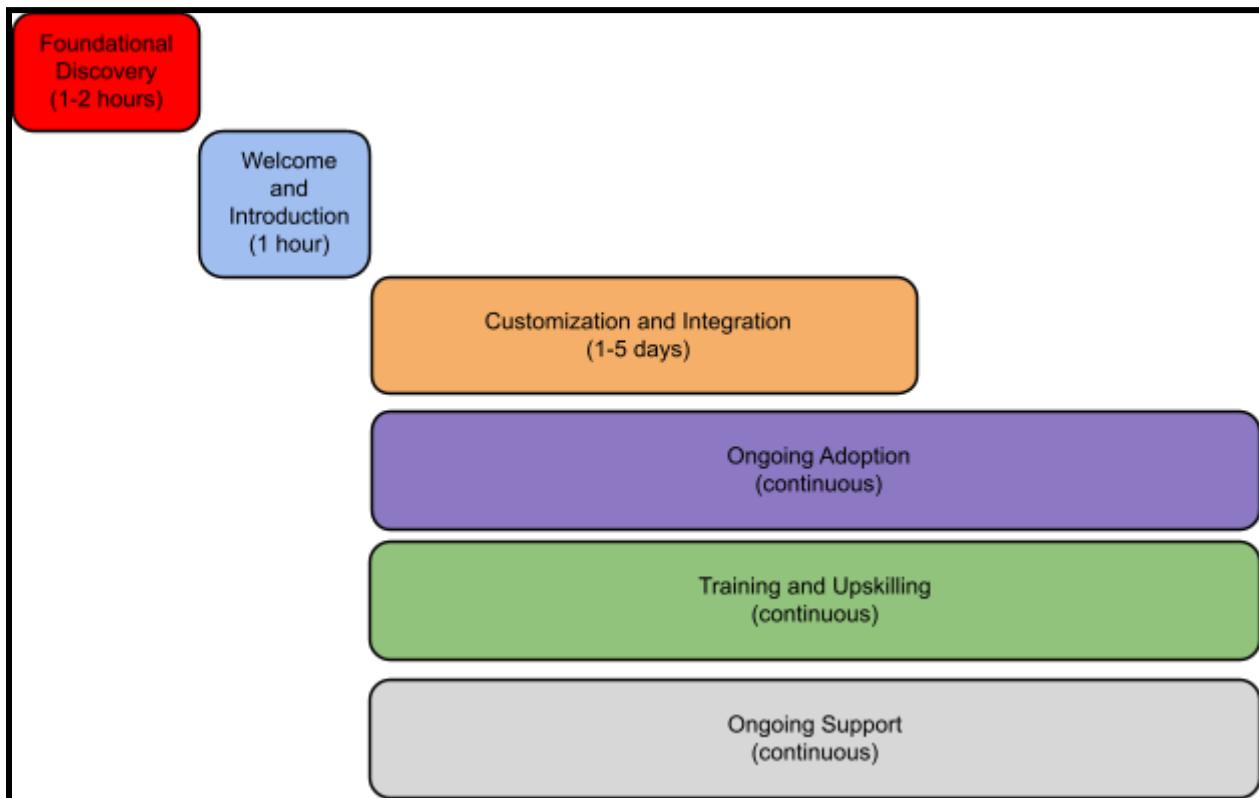
Scoutr
<https://www.scoutr.team>

Scoutr Survey

ADD NEW PUBLIC URL



Timeline and MAP (Mutual Action Plan)



Note: This is a flexible timeline and can be revised to meet the needs of the Career Center and University. With the exception of setting meetings between Scoutr and University Ecosystem Employers, Scoutr is responsible for deliverables and execution of tasks.

Foundational Discovery (1-2 hours): During this phase, Scoutr meets with University/Career Center stakeholders and asks questions regarding the University and its needs. Typically, a Demo is also provided during the second meeting. It is during this phase that Scoutr explains the importance of data quality as well as how Scoutr achieves outcomes. From these meetings, a report and Proposal are produced indicating these needs, Scoutr's way of meeting these needs, etc.

Welcome and Introduction (1-hour): During this phase, a call with relevant stakeholders occurs wherein a timeline and associated deliverables are identified, discussed, and agreed upon.

Customization and Integration (1-5 days): During this phase, customization unique to the school takes place (i.e., branding and white labeling) and any applicable integrations with existing systems (e.g., websites via links).



Ongoing Adoption (continuous): During this phase, University administrators, University Ecosystem Employers, and Students are onboarded onto the system. Here, in conjunction with promotion or introductions from the University, Scoutr will onboard Employers. Employers will enter the Scoutr system using a standard URL and by creating a role. Similarly, Scoutr, in tandem with University promotion, will also be responsible for building student usership into the system. Students will enter the Scoutr system using a standard URL and by creating a profile. In this way, aside from promotion and introductions, there is very little burden put on University stakeholders (e.g., administrators) during both processes.

Training and Upskilling (continuous): During this phase, Scoutr trains stakeholders on their responsibilities and how to perform their duties. This includes University stakeholders, Student users, and Employer users.

Ongoing Support (continuous): During this phase, Scoutr continues to assess progress and outcomes regarding Students and Employers, ensuring that each stakeholder is getting the help they need. Feedback is provided to each stakeholder group regularly and meetings are held regularly to review progress and identify ways to improve.