**Header:**

Our Logo

Candidate ScoreCard

Candidate Name (editable field)

Candidate Picture (upload image from linkedin profile picture)

**Section 1:**

Contact Details

Phone Number (editable field)

Email (editable field)

Job Title (editable field)

Location (editable field)

**Section 2:**

Next Steps

Schedule Interview (email “schedule interview” (including candidates name in subject line) sent to eric@gulfstreamsp.com)

Present again in 30 days (email “Present in 30 days” (including candidates name in subject line) sent to eric@gulfstreamsp.com)

Not Interested (email “Not Interested” (including candidates name in subject line) sent to [eric@gulfstreamsp.com)](mailto:eric@gulfstreamsp.com))

**Section 3:**

Candidate Score – 5 categories that form bar chart (each with a value of 0, 1, or 2) to total candidate score between 0 and 10.

**Section 4:**

Candidate Description: (area where we can write candidate details (2 paragraphs or less)

Positives: (area with 3 bullets where we can highlight 3 positive candidate attributes)

Concerns: (area with 3 bullets where we can highlight 3 concerns)

**Section 5:**

Additional information

Icons where we can attach candidate files including video, resume, linkedin, and others (for example project lists and references or other website/social media sites)

**Fotter:**

Contains my Contact Information

[eric@gulfstreamsp.com](mailto:eric@gulfstreamsp.com)

(949) 257-9643