



Form design

Project Title	Form design
Project Summary	The Bureau of Administration made the decision to replace the current Cerenade Visual eForms application with a new platform for all of its Form products and services. Visual eForms is a Commercial Off The Shelf (COTS) software that the Office of Directives Management (A/GIS/DIR) has been using sinc
Country	United States
Agency	Department of State
DoS Office	A/GIS/DIR
Post	N/A
Section	N/A
Number of Interns	30

Project Description

Directives Management/Business Solutions Group is seeking qualified candidates to convert a library of forms from the current software to fillable PDF. This is an exciting opportunity to support the team that is responsible for managing the Department of State’s business processes. The ideal candidates must be a current college student who meets the qualifications required to perform the duties outlined for this position. Candidates will work closely with the DoS Forms team and support staff to design fillable pdf files. Candidates will adhere to Standard Operating Procedures and form design standards.

Desired Skills Interests

Skill

Accessibility

Digital media

If This then Thatt (IFTTT)

Usability testing

Web Design

Ability to work independently

Additional Information

The project will require the candidate to have access to a software application that is able to develop fillable pdf. Each candidate will also perform QA on someone else's work. Each student will design 20 forms, ranging from 1 to 3 pages long. The candidate will perform field and form validation, implement scripts and on-event triggers and ensure that the forms are Section 508 compliant.

Language Requirements

None