



Hire-A-Redbird

How to Enter a Student Internship Record

Step 1

Go to “Hire-A-Redbird” at
HireARedbird.IllinoisState.edu

Step 2

Once on the Hire-A-Redbird page, click the “Student Login” button under the “Current Students” section and enter your ULID and university password.

NOTE: After you login, the terms and conditions for using Hire-A-Redbird will appear. If you do not check to “agree to all of the terms and conditions” you will not be able to use Hire-A-Redbird.

Step 3

Once you are in Hire-A-Redbird:

- If you are a first-time user click on “My Account”, on the left hand side and complete your “Personal and Academic Profile>” Then click “Save”.
- If you have used Hire-A-Redbird before, proceed to Step 4.

Step 4

Scroll down to “Helpful Links” on the sidebar on the right. Click on “Add an Internship Record” then click on “Add New”. Complete all internship information and click “Submit”.

NOTE: You can only enter an internship record for one semester (work term) at a time. If your internship period lasts longer than one semester, submit the first work term. Then, click “Edit” and go to the bottom of the page. Click on, “Copy to a New Work Term.” Then enter the information for that term and click “Submit”.

Step 5

The internship record will appear as “Pending” until the system verification process is completed. Upon completion, the record will appear as, “Approved.”

- To review or edit internship records-click “Review” or “Edit” as needed.
- To complete a Program Evaluation-click that link.
- To track your hours-click on “Track Hours”.

You can review and edit internship records anytime. If you have any questions, contact the Career Center.

Contact

Phone: (309) 438-2200

Email: CareerCenter@IllinoisState.edu

Website: CareerCenter.IllinoisState.edu

Location: 110 Student Services Building

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