Hire-A-Redbird Internship Module
Creating a Faculty/Staff Account

1. Click on “Faculty Login” at HireARedbird.IllinoisState.edu.
2. Click on the “Register” link and complete all required fields.
3. Click “Submit.” A system email notification* will be sent to you to verify and confirm your email address.
4. The confirmation email will provide a link to set up your password. Once saved, you will automatically be taken to the homepage of your faculty account.
5. Be sure to bookmark HireARedbird.IllinoisState.edu for immediate access in the future.

* Hire-A-Redbird is an off-campus cloud application software, so the email notification will come from illinoisstate@csm.symplicity.com. Do not delete this email as it is a legitimate email and not spam. NOTE: If a link expires, the system will redirect to a page that will enable you to request a new link to reset your password.

Faculty/Staff Tabs and Functions

HOME
- View news feed and announcements
- View pending approval notices for student internship records (for credit internships only)

MY STUDENTS
- View list of all students assigned to a major
- Search students by name, email address, major, class level, and graduation year
- Send email with file attachments to students

EXP LEARNING
- View list of all students in assigned to a major
- Review and approve students’ internship records
- Search by student name, job title, employer or other keywords
- Sort by approval status, work term (by semester), or internship type (credit or not for credit)

EVENTS
- View list of Career Center events
- Review information about career fairs, employer information sessions, and workshops
- Identify participating companies and open positions within their organization

RESOURCES
- Career Explorer - search for industries and emerging trends in the marketplace
- Document Library - view uploaded files and documents as needed

MY ACCOUNT
- Edit profile or password
- Run account activity summary