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 complete the “Personal and Academic Profile” section.
• If you have used Hire-A-Redbird before, proceed to Step 4.

Step 4
Click the “Profile–Internships” tab and click on “Add New Experience”. 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 information for that term.

Step 5
The internship record will appear as “Pending” until the system verification process is completed. When done, the record will appear as, “Approved.”

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