

**[Bank Name] Intern Onboarding Plan**

**[Please note: This chart would be completed after the intern onboarding plan was established to communicate to different departments their roles and responsibilities during the first days of the internship.]**

Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Intern Supervisor/Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State Date: \_\_\_\_\_\_\_\_

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| **[Monday - Date]** | **[Tuesday - Date]** | **[Wednesday - Date]** | **[Thursday - Date]** | **[Friday - Date]** |
| **[Dept./****Responsible Party]** | **[Tasks]*** **Task 1**
* **Task 2**
* **Task 3**
 | **[Dept./****Responsible Party]** | **[Tasks]*** **Task 1**
* **Task 2**
* **Task 3**
 | **[Dept./****Responsible Party]** | **[Tasks]*** **Task 1**
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