

**[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** * **Task 2** * **Task 3** | **[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** * **Task 2** * **Task 3** | **[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** * **Task 2** * **Task 3** | **[Dept./**  **Responsible Party]** | **[Tasks]**   * **Task 1** * **Task 2** * **Task 3** |
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