

**[Bank Name] Intern Onboarding Plan**

**[Please note: The following are the tasks that are suggested on the Week 1 Checklist template. This is only a partial list of suggestions. It is a good idea to follow your organization’s formal “onboarding” program for all new employees as part of the interns’ orientation.]**

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

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Task** | **Department/**  **Responsible Party** | **Plan/Notes** |
| Review and discuss the mission of the organization and how the intern fits into that role |  |  |
| Introduce intern to co-workers and the rest of the organization |  |  |
| Provide intern with organization chart and contact list of key personnel |  |  |
| Establish and agree upon working hours |  |  |
| Provide intern with list of key contacts of where to find technical help (IT, HR, etc.) |  |  |
| Review employer expectations and job description |  |  |
| Review company policies and safety policies |  |  |
| Establish expectations regarding the organizational dress code |  |  |
| Review procedures for payment and reimbursement of travel expenses |  |  |
| Provide a tour of the facility |  |  |
| Establish project timeframes and expectations |  |  |
| Review emergency and safety procedures |  |  |
| Provide an overview of the customers of the organization |  |  |
| Review expectations for intern on how to complete projects |  |  |
| Engage student to seek academic credit for their internship from their school |  |  |
| Outline opportunities to network within the organization |  |  |
| Greetings from C-level personnel |  |  |
| **[Bank specific task]** |  |  |
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