

**Week 1 [Bank Name] Intern Checklist**

* 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
* This is only a partial list of suggestions. It is a good idea to follow your organizations formal “onboarding” program for all new employees as part of the intern’s orientation.