

Iowa Bankers Internship Guidelines for Banks

What is the cost to have an intern?

- The bank will cover the cost of all required background screenings and checks
- The bank will cover the hourly rate for the 10-12 weeks of the internship
- IBA Education opportunities (if applicable)
- Travel and mileage (as required)

Intern Recruitment Process

Iowa Bankers will post internship opportunities on the IBA Career Center and on all relevant university and college websites. The IBA HR team will filter candidates to participating banks based on bank location and/or internship specialty area preferences.

Interview Process

Each bank will interview intern candidates following their normal interview protocol. After the interviews have been completed if you are not interested in candidates, please submit the names of those candidates that you would like [IBA HR](#) to send regret letters to.

Internship Offer

When a bank decides to offer an internship, it is recommended to use the IBA offer template. Offer must be for 10-12 weeks, with a minimum of 30 hours per week and at a wage rate of at least \$10 per hour.

After Initial Offer:

Interns are considered bank employees and must be treated so.

- All required background checks must be completed
- Reference check and drug screening must be completed (if applicable)
- Email [IBA HR](#) Internship Information Form

Once Intern candidate has accepted and passed all required screenings, the following must be completed:

- Send Intern agenda for day one
- Complete 10-12 week internship schedule with bank mentor to review on day one

Day One

- Follow normal bank orientation process, including:
 - Overview of expectations
 - Tour of the Bank

- Bank policies (confidentiality agreement, dress code, etc.)
- Lunch with bank mentor
- Review 10-12 week internship schedule

Following Day One:

- Follow 10-12 week internship schedule including weekly check-ins with mentor
- If required, determine internship project and timeline
- Follow college credit requirements, if applicable

Upon Completion:

- Any further employment opportunities after the internship has been completed, will be solely handled by the host bank
- The intern and host bank mentor will complete an evaluation through IBA
- IBA will provide the host bank with internship feedback