

# Tips to support your Virtual Interview with Merck!



We know this current situation is a challenging time for everyone and we appreciate your continued interest in joining our company.

We also want to sincerely thank you for participating in this interview remotely. Here at Merck, we have the health and safety of you, our colleagues, and our patients at the forefront of our minds.

We understand this isn't a traditional interview so we've put together some information to ensure this process is as comfortable as possible for you and to ensure you are fully prepared.

We will meet you on WebEx - a remote teleconferencing platform. We recommend testing this link and your set-up before your interview, so you have one less thing to worry about.

## WebEx - HOW DOES IT WORK?

- We will send you a meeting weblink by email when scheduling your interview (You don't need a WebEx account to join the meeting).
- On the day/time of your interview, simply open the email invite and click 'Join Meeting' on your laptop, iPad or computer.
- The weblink will open in a tab in your default Internet browser (occasionally it may work more efficiently in certain browsers, e.g. Google Chrome versus Internet Explorer, so test what works best) and you will be prompted to enter your name and email address.
- You will then be asked to configure your video and audio settings which should only take a minute or two.
- Once set-up, you will be able to enter the teleconference.

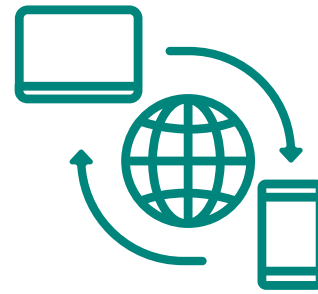
## TECH TIP



In advance of your interview, please test to ensure your webcam, as well as the audio, on your computer or laptop, is working well; depending on your device you may need headphones. Please also check your internet connection is sufficient; occasionally when there are multiple dial-ins to a video conference, the system can be impaired.

## ANY ISSUES?

- If the microphone on your computer doesn't work on this occasion- don't worry! You can always dial-in by phone.
- Dial-in phone numbers can be found through a link in your email invite. Simply dial the relevant number and enter the 'Meeting Number' when prompted. (If calling from the US dial (443) 961-0100 US Toll Free)
- WebEx also has a handy mobile app which you can download on your iPhone or Android in advance as an alternative option. Similarly, you'll be prompted to enter the relevant 'Meeting Number'.



## DRESS CODE

We want you to feel comfortable and be yourself, and your interview with us is no different, so whether that's in a suit or casual clothes, that's for you to decide!

## OPERATING REMOTELY

We recognize that you are more than likely conducting this interview from home.

We are all about being yourself at Merck - #ImMeAtMerck - and we know you may have additional family responsibilities while working remotely. Indeed if we get to “meet” family members, whether it’s a child, pet or Grandparent, we’ll be happy to say hello! You may meet some of ours too.

## LOOK YOUR BEST



Position the camera so that you are looking up slightly and centred on the screen.

If you wear glasses, adjust the lighting in the room to reduce glare from the lenses.



## FINALLY...

- While the setting and delivery of the interview is unusual, we will cover the same topics as we would if we were meeting you in person.
- Personal life distractions, as per above, are understandable – but we suggest
  - a. finding a quiet, well-lit place
  - b. placing your phone on silent
  - c. muting your email notifications
  - d. closing any unnecessary web browser tabs and applications on your computer/laptop to avoid disruptions and avoid slowing down your Internet connection
- As we are currently working from home also, we will aim to do the same.
- You’re welcome to share information during the interview such as prepared slides etc. although this is not compulsory. Please ensure any information provided is short and succinct.
- Relax and be yourself – we're interested in you, so we want you to be you!

We’re looking forward to meeting you and thank you for considering re-INVENTING your career with Merck! Stay well.

PS: Our Talent Acquisition Advisors are on hand throughout, so if you need anything please do get in touch.