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| **Merck Talent Acquisition Form**  **Where applicable, all fields on this form must be answered prior to submission.** | | |
| **Type of Posting: Internal Only, Internal and External, External Only Choose an item.** | | **Hiring Manager Name:**  Murugan, Senthil K  **HRBP Name:** |
| **New Position or Replacement: Choose an item.**  **If replacement, name of employee being replaced:**  **Collaborator(s)who should have Taleo access to requisition to review and print resumes:** | | |
| **Requisition Title** (*title viewable by public/applicants in Taleo*):  ***QUA008120-Promotion Optimization - Assoc. Director***  **Job Title** (*title that flows from HtR cannot be modified*):  **Is the position an AIP (Annual Incentive Plan) or SIP (Sales Incentive Plan) Role?** Choose an item.  **Band/Pathway/Level OR Union Grade:**  **Number of identical position openings:**  **Please Note – if you have more than 1 *identical* position – your recruiting contact will discuss with you how the posting will work for these based on your situation. *Identical* means the Position Title; Band/Pathway/Level OR Union Grade, Primary Location, and Organization Unit are the same for all positions.** | | |
| **Primary Worksite Location:**  **Secondary Worksite Location(s):**  **(For non-Field Sales/Remote based positions, location must match what is found in HtR)** | | |
| **Job Type: Choose an item.**  **Shift: Choose an item.**  **Days of Work (if other than M-F):**  MTWThFSaSu | **Amount of Travel Required: Choose an item.**  **Amount of Overnight Travel Required: Choose an item.**  **Relocation Provided:**  NoneDomestic OnlyInternational Only  Domestic &International | |
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| **For US & PR Positions Only:**  **Will this position provide Visa sponsorship? Choose an item.**  **Export Control License**  If the job functions of this position include access to technology that is controlled for export under U.S. export control regulations, an export license from the U.S. Commerce Department may be required for a foreign national person to access such technology.  If the final candidate is a foreign national, Global Trade Compliance (GTC) will conduct a review to determine any applicable licensing requirements. If a license is required for the final candidate to perform his/her job duties and a decision is made for Merck to apply for such license, GTC will prepare a license application for submission to the Commerce Department based on information about the job position and the foreign national candidate to be collected and provided by the Hiring Manager. The licensing process typically takes about 3-4 months and involve legal fees that are charged to the Hiring Department. Licenses are typically issued for a 4-year period but can be renewed as necessary. If you have any questions please contact GTC: [1gltraex@merck.com](mailto:1gltraex@merck.com).”  **Will this position sponsor an Export Control License?** **Choose an item.** | | |
| **Does this position require driving a company leased or owned vehicle on, across or outside of Merck sites?** | **Choose an item.** | |
| **Hazardous Materials: Will the person in this postion work directly with, or have access to hazardous materials?: Choose an item. *If yes, please specify:***  **Animal Work: Will the person in this position be directly associated with research or testing that involves animals and/or animal care?**  **Choose an item.** | **Will the responsibilities of this position require the employee to enter core sterile manufacturing areas? Choose an item.**  ***(These include WP: Bldg 12/62 Varicella Bulk, Bldg 28 Vaqta Bulk & Bldg 28 MMR Bulk. Durham: Bulk Viral & Cell Manufacturing)***  **Please indicate if titer testing or medical clearance is required for this position:**  NoneMMR VaricellaHepatitisHerpes Zoster  TB Blood TestChest X-Ray | |
| **Alternative Work Arrangements:**  **Is this position eligible for any of the following? Please check all that apply:**  Compressed Work Week Flex Time Job Sharing Remote Work Telecommuting None | | |
| **Position Description *(Please refrain from using any Merck specific acronyms – all should be defined at least once)*** | | |
| **Position Qualifications: *(please provide below)***  **Education Minimum Requirement:**  **Required Experience and Skills\*\*:**  **Preferred Experience and Skills:**  **\*\*Please Note – The information provided in the “Required” section above will be used to create Pre-screening Questions in Taleo. Answers to these questions will determine whether a candidate meets the minimum qualifications to be considered for the position. Please ensure accuracy, as questions may not be changed once posted.** | | |
| ***Disclaimer:*** If the Administrative Associate for this area completed this form, it should be forwarded to the Hiring Manager to certify the information before submission.  **Certification:** As the Hiring Manger for this position, I understand that I should not change anything in Hire to Retire (HtR) or it may result in the cancellation of the requisition in Taleo and the need to maintain the position in HtR via the Create/Maintain Position transaction. All changes in HtR will trigger a re-approval (Manager and Manger +1) in HtR. If a change needs to be made, I will consult with my Recruiting Contact ***PRIOR*** to making any changes in HtR.  By typing in your name below, you certify that the information provided on this form is correct, that you understand the implications of making changes in HtR, and that you will reach out to your Recruiting Contact if you need to make a change.  ***The information on this form is correct and I understand the implications of making changes to the position within HtR (type name to the right):*** | | |