|  |  |  |
| --- | --- | --- |
| **Merck Requisition Information 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:** |
| **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*):  **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 | |
| **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 postion work directly with, or have access to animals?**  **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):*** | | |