

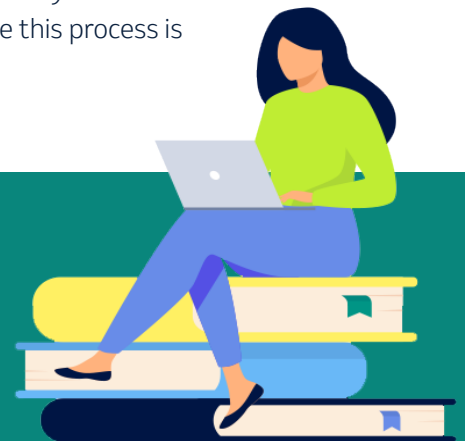


Tips for your virtual interview

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, we have the health and safety of you, our colleagues, and our patients at the forefront of our minds. To help you best prepare for your interview and to share how you will fit into our diverse and inclusive culture, we've put together some information to ensure this process is as comfortable as possible and you are fully prepared.

Preparing your answers to our interview questions

Curious about our questions? Get to know our work habits, mindsets and behaviours, and our diverse and inclusive culture to best prepare examples for your interview.



Work habits

- Utilise networks
- Share knowledge
- Empower others
- Use experimentation
- Practice continuous learning

Mindsets and behaviours

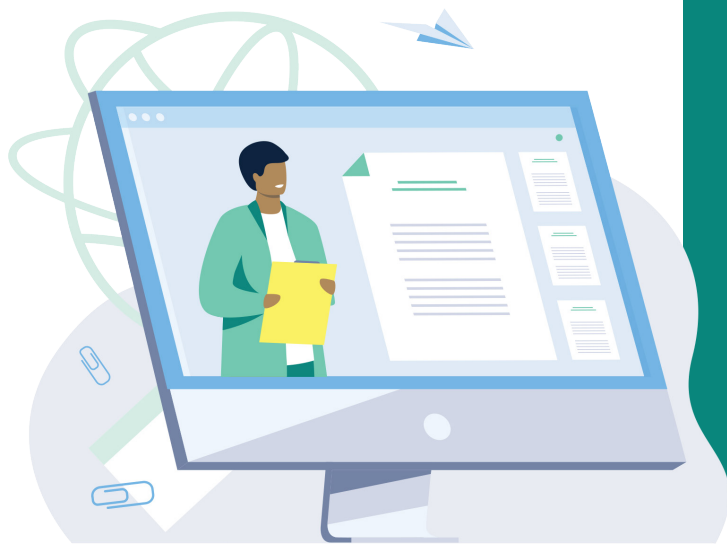
- Purpose-driven
- High-integrity and ethical
- Patient-focused

Diverse and inclusive culture

- We foster a diverse workforce where employees feel comfortable bringing their unique perspectives to work
- We will be looking to learn more about your demonstrated experience in supporting a diverse and inclusive working environment
- Specifically, we will inquire how you have integrated diversity and inclusion into your professional career through a series of behavioural and experience-based interview questions

Quick tip:

Consider sharing your answers in the STAR format (Situation, Task, Action, Result)



Tech tips:

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; occasionally, when there are multiple dial-ins to a video conference, the system can be impaired.

Webex/MS Teams

We will send you a meeting link by email when scheduling your interview (you don't need a Webex/MS Teams account to join the meeting, but may need to download an app prior to your interview start time).

- At your interview time, open the email invite and join the meeting on your device
- If the meeting opens in your default Internet browser—it may work more efficiently in Google Chrome
- You will be prompted to enter your name (and email address if required)
- Once set up, you will be able to enter the lobby and a manager will open the teleconference when ready, or you will directly enter the teleconference

Any issues?

- If the microphone on your computer doesn't work don't worry, you can always dial in by phone
- If a dial-in phone number is not included in the invite, you will have the option to select various audio types prior to joining the meeting

Dress code

We want you to feel comfortable during your interview, so whether that's in a suit or casual clothes, that's for you to decide!

Work your angles

Position the camera so that you are looking up slightly and centered on the screen; if you wear glasses, adjust room lighting to reduce lens glare.

Operating remotely

We recognise that you are likely interviewing from home. We're all about being yourself at MSD and we know you may have additional family responsibilities while working remotely. 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.

Finally...

- Personal life distractions 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 device to avoid disruptions and slowing down your Internet connection
- 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
- You're welcome to share information during the interview such as prepared slides or other materials 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!

As we are also currently working from home, we will aim to do the same