

Resource guide for **program participants**



Skills-First participant resource guide

This Skills-First participant guide is your resource for onboarding, managing your assignment/internship, and more. If you have questions not covered here, contact the Program Team via email at yearup1@merck.com or apprenticeships@merck.com

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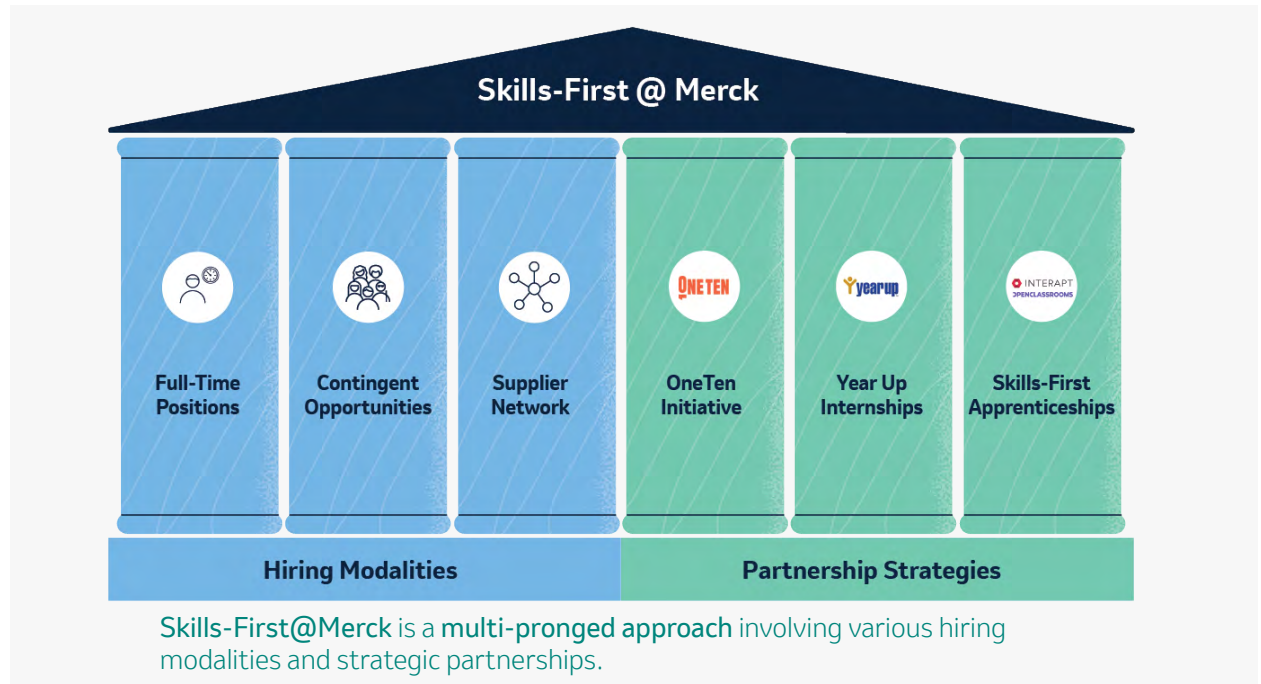


Cameron Johnson
Associate Scrum Master

My Year Up Internship with Merck was an experience that changed the trajectory of my career.

Skills-First @ Merck

Talent is our biggest differentiator as a company, and it is a key pillar of Merck's Strategic Framework. The Skills-First initiative accelerates Merck's talent strategy by increasing access to qualified and diverse talent. This allows for innovation and gives Merck a competitive advantage.



The Skills-First @ Merck approach includes hiring modalities and partnership strategies. The partnership strategies include the Year Up internship program and the Skills-First apprenticeship program.

Skills-First programs

The Skills-First Program Team offerings include the Skills-First apprenticeship program and the Year Up internship program. The objective of these programs is to develop pipelines of future leaders through on-the-job training and development programs while providing economic mobility to Skills-First talent. The Skills-First Program Team's aspiration is to offer family-sustaining employment opportunities to Skills-First talent, strengthen our commitment to racial equity, and enhance our inclusive culture.

Skills-First apprenticeship program

Merck partners with Interapt and OpenClassrooms for apprenticeship talent. The Skills-First apprentices complete a three-month bootcamp prior to the start of their on-the-job assignment. During this learning and development phase, apprentices receive technical and soft skills training to be job ready on Day One. The on-the-job assignment is for 12 months, and departments are asked to consider conversion of the apprentices. At the conclusion of the apprenticeship program, departments are to have a long-term contract through Agile One or a Fulltime role for the apprentice to participate in the competitive bid process.



For the Year Up internship program, departments are encouraged to consider conversion opportunities for the intern.

Year Up internship program

Year Up interns complete a three-to-six month learning and development phase prior to the start of their on-the-job assignment. During this training, interns receive technical and soft skills training. The on-the-job assignment is for 6 months. For the Year Up internship program, departments are encouraged to consider conversion opportunities for the intern. This can be in the form of a long-term contract or the opportunity to seek full-time work through the competitive bid process. Although the Program Team's aspiration is to convert program participants, it is not required.

Onboarding

The following information is designed to support your Merck onboarding process.

Badging information

Skills-First apprentices and interns who are not fully remote, should obtain a badge to access Merck sites. The process of acquiring a badge varies by site.

Rahway, NJ site

Complete the NMP badge form and have your manager sign it. E-mail the completed form including a head shot with a plain background to [@Lightfoot, Demetria](#), who is aware that Year Up, OpenClassrooms, and Interapt talent partners have been added to the Partner List. Because the Skills-First talent partners are on the Partner List, you will not be required to undergo another drug screen. Demetria will set up a date and time for you to collect your badge from the SAC Center B90A.

West Point, PA site

Complete the NMP badge form and have your manager sign it. E-mail the completed form to badges_wp@merck.com. Await instructions on sending a head shot and when to go to the Site Access Center.

Upper Gwynedd, PA site

Complete the NMP badge and have your manager sign it. Upon completion, the form should be emailed to UGBADGING@Merck.com and also take it to the badging site. Do not go to the Site Access Center.

Shuttle service

Merck offers shuttle service for the New Jersey and Pennsylvania sites.

New Jersey

Shuttle services for New Jersey are available for Rahway site. This service is provided by Merck Facilities Management. Information can be found here - [New Jersey Shuttle Services \(merck.com\)](#).

Pennsylvania

Shuttle services for Pennsylvania are available for Upper Gwynedd and West Point. Information for this service can be found here - [SE PA Tropiano Intra-Merck Shuttle Schedule](#)

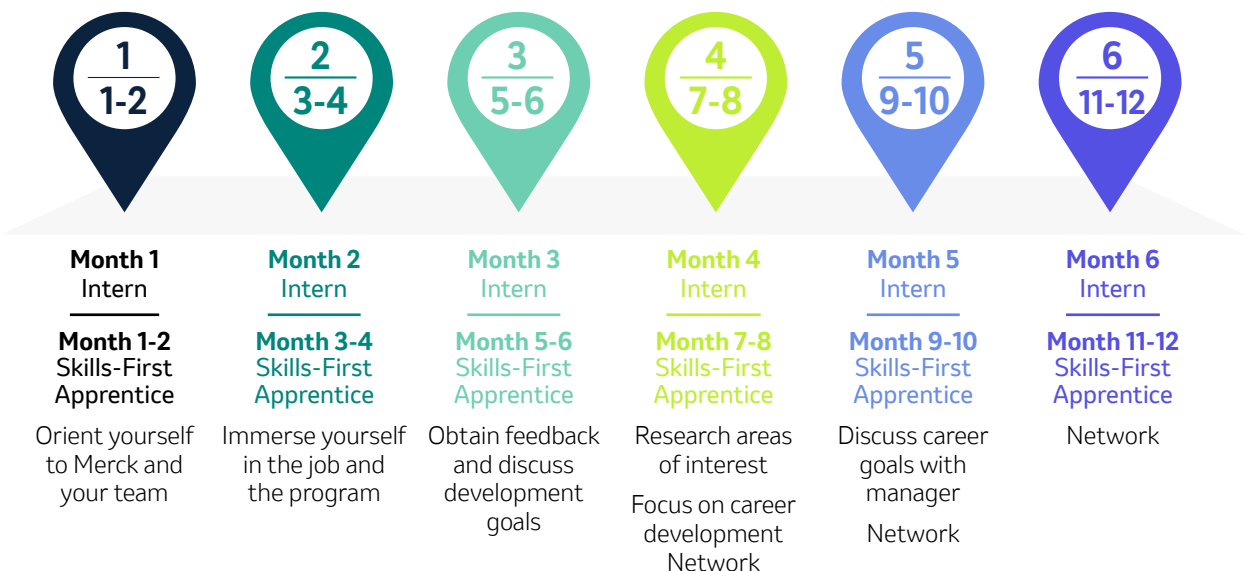
Managing through Your assignment

Merck and the Skills-First Program Team is committed to your success. The following five factors have been identified as being key to facilitating a successful assignment.

- Consistent growth
 - Consider projects and ongoing responsibilities that will help you hone a marketable skillset. Take inventory of your current skillset, identify skills gaps, and leverage opportunities that will hone skills and develop others.
- Regular feedback
 - Seek regular verbal feedback from your manager during 1:1 check-ins, and ask clarifying question when needed.
- Networking opportunities
 - Seek out networking opportunities with your teammates, Skills-First program participants, and other employees within areas of interest to you. Speak with your manager and mentor about your interests and ask for introductions to their connections.
- Professional development
 - Consider opportunities for professional development in addition to the programming coordinated by the Skills-First Program Team and the Leading Up Mentorship Program.
- Conversion opportunity
 - Consider the areas within Merck that are of interest to you and seek out full-time and long-term contract conversion opportunities.

Assignment roadmap

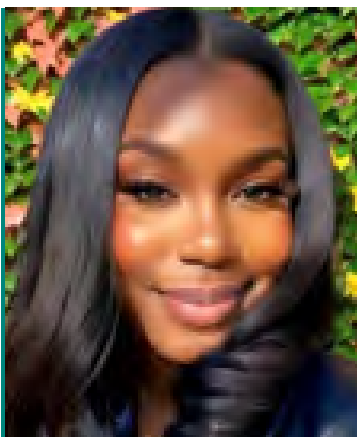
You are encouraged to fully immerse yourself into your apprenticeship/internship. As you start your assignment, your focus should be on getting acclimated to Merck and your team. As you progress through your assignment, your focus will expand. The goal is for your skills, knowledge, and network to progressively expand as you continue through your assignment.



Best practices for managing Skills-First talent

The Skills-First Program Team has identified 10 best practices for Skills-First talent at Merck.

1. Within the first month of the assignment, dive into the learning of Merck, your division, and your department.
2. Ensure a thorough understanding of expectations set by the manager.
3. Utilize the department mentor to gain an understanding of the department and to obtain guidance on tasks.
4. Utilize the LEAD mentor to get a greater understanding of other business units and divisions within Merck.
5. Take notes during all meetings and ask questions.
6. Create your action plan of items after each meeting and ensure understanding of what is expected .
7. Engage with team during team meetings and activities.
8. Take time to consider your career goals and areas of interest; share with your mentors and manager to obtain feedback and guidance.
9. Create your networking strategy; ask for connections; schedule coffee chats; ask for other connections.
10. Ask for resources to better understand department and industry; ask about needed skills that will put you in a position to excel in current role and other roles of interest.

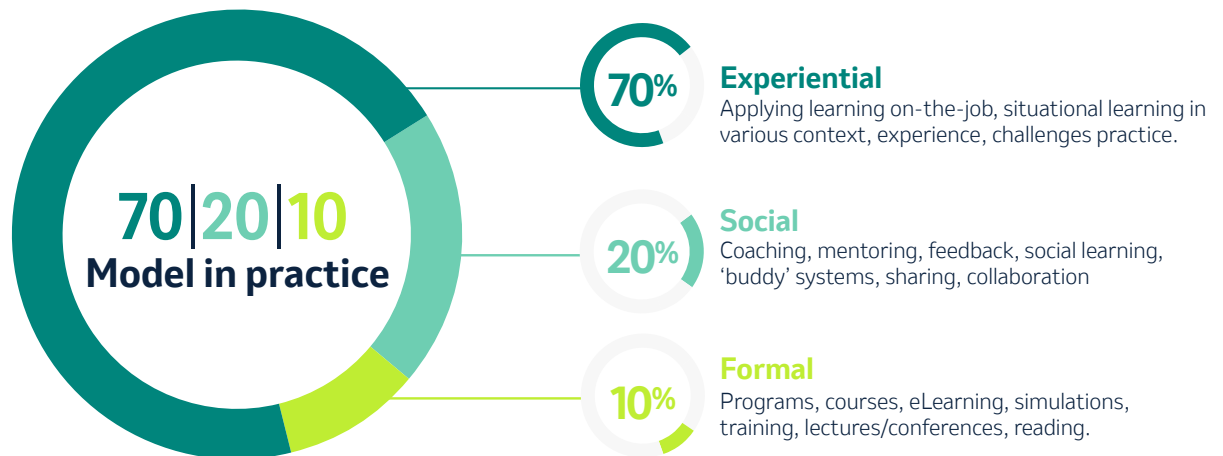


Siangay Jamison
Associate Specialist/
Regulatory Affairs

The Skills-First program at Merck has been a game-changer in my career! Having the opportunity to showcase my skills & gain corporate experience without a degree has given me the chance to provide a better life for myself and family.

Skills-First programming

As you progress through your apprenticeship or internship, programming is provided to ensure your full development. Using the 70-20-10 Model for Learning (see below), the Skills-First Program Team, in partnership with other Merck entities, has developed programming to address each aspect of the model. The goal is for you to develop professionally and technically.



Skills-First Program Team offerings

The Program Team has designed three series to provide career and professional development for the apprentices and interns. In addition to these series, the Program Team hosts quarterly networking opportunities to address the social development needs of the talent.

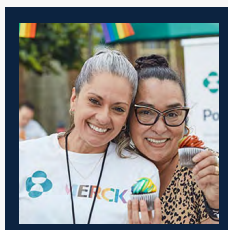
Career Exploration Series

The Career Exploration Series is a four-week series. Each week of the series consists of a professional development topic and a divisional overview led by a leader within that division. Apprentices and interns are encouraged to utilize the skills learned during the series to expand your network, conduct informational interviews, and apply for positions. This series is offered in the spring and fall.



Fireside Chat Series

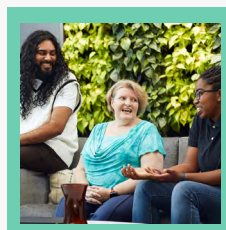
The Fireside Chat Series is a bi-monthly series. Each session is moderated by two Skills-First participants, and it consists of a discussion lead by a Merck leader. The discussion topics of this series were derived from Merck's Strategic Framework, Merck's Enterprise Leadership Skills, and National Association of Colleges and Employers' (NACE) core competencies needed for future talent. See below for the schedule through the 2nd quarter of 2024.



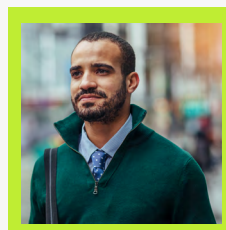
**Diversity & Inclusion
@Merck**



**Communication &
the art of influence**



**El: The overlooked
necessity of
effective leadership**



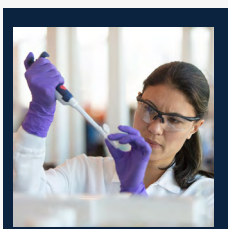
**Leadership: Being
a leader without
the title**



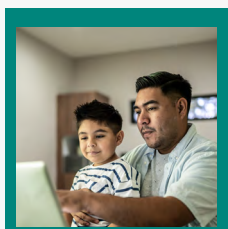
**Teamwork: The
strategy behind
winning as one team**

Inside-the-Lab Series

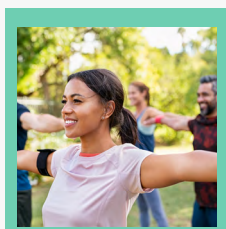
The Inside-the-Lab Series is a bi-monthly series. Each session is designed to share an inside look at the business, products, and makings of Merck. This series includes knowledge shared by a Merck leader and tours of Rahway, Upper Gwynedd, and West Point sites.



**From development
to distribution:
Pharma 101**



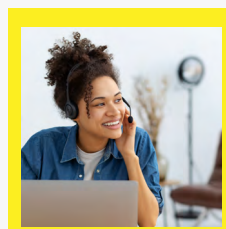
**Keytruda: Merck's
advancement in
oncology**



**PA tours -
Upper Gwynedd &
West Point**



**NJ tour -
Rahway**



**IT developments:
GPTeal & other
advancements in IT**

LEADing Up Mentorship Program

The LEADing Up Mentorship Program is administered by the Employee Business Resource Group League of Employees of African Descent (LEAD). This program is voluntary and it provides Skills-First apprentices and interns with a Merck mentor. The mentorship cycles are January through July, and July through January. The program entails:

- Monthly group sessions every fourth Tuesday of the month
- Two one-to-one sessions with a mentor

Resources

Onboarding checklist

☐

Meet with your manager to obtain general expectations, including work arrangements (virtual and onsite days), start and end times, dress code, address, parking suggestions, and your manager's email address and telephone number in the event of an emergency.

☐

Prepare to introduce yourself to your teammates.

☐

Complete the badge form, obtain your manager's signature on the form, and follow the site-specific instructions to procure the badge. address, parking suggestions, and a contact name and number.

☐

Inquire about the scheduling of weekly one-to-ones with your manager to discuss expectations, project progress, and skill development.

☐

Attend New Apprentice/Intern Orientation provided by the Skills-First Program Team.

☐

Complete all required new talent training modules within myLearning.

☐

Once announced, register for the LEADing Up mentorship program offered by the Employee Business Resource Group LEAD.

Frequently asked questions

1. Will I receive a Merck mentor?

Yes. The EBRG LEAD (League of Employees of African Descent) administers a mentorship program for Skills-First apprentices and interns. The cycle of the mentorship program is January through July, and July through January. The program consists of one monthly group session and one one-to-one mentor-mentee meeting.

2. Can I travel for work during my assignment?

As a Skills-First apprentice or intern, your travel for work will be limited. If you must travel, the travel and expenses must be reviewed and approved by your employer in advance of the travel. Reimbursement for all travel-related expenses will need to be sought through your employer.

3. How soon can I begin making connections with Merck employees and expanding my network?

As a new Skills-First apprentice or intern, the Program Team encourages you to make connections during your assignment. At the start, it is suggested that you focus on getting acclimated to Merck, your team, and your role. As you are progressing, you are encouraged to consider divisions and roles that are of interest to you. Conducting informational interviews with Merck employees will help you determine the paths that are and aren't a fit for your interests and skills.

4. Can I apply for Merck jobs during my apprenticeship or internship?

Yes. While completing your assignment, you can apply for Merck roles. You are encouraged to advise your manager of the areas that are of interest to you in the event that your manager can provide guidance and assistance.

5. These FAQs were helpful. However, who should I contact regarding other questions?

If you are a Skills-First apprentice, email apprenticeships@merck.com. If you are a Skills-First intern, email yearup1@merck.com.

