

» What do I do if I need assistance applying online?

If you have a disability that inhibits your ability to apply online, please call us at (888) 637-9872 to express interest in a specific position.

Note: This option is available only to those needing an accommodation related to a disability.

» What is considered an interview?

When there is a position available, the interview process with applicants should begin with the Human Resources Department. Therefore, any discussion or meeting an applicant may have prior to submitting their resume online to the Human Resources Department is not considered an interview.

» What is the Hiring Process?

Job Search

The process begins with searching for a job opening that interests you by job department and location.

Applying for a position with Merz

Once you apply for a job, your resume will be reviewed to determine if your background and experience is a fit.

Phone Screen

If you are a possible match for the position, you will be contacted for a phone screen. At this time a member of Human Resources can answer questions that you might have about the job, our Hiring Process, and what it's like to work at Merz. Typically phone screens last 30 - 40 minutes.

Face-to-Face Interview

Top candidates are scheduled for a face-to-face interview.

» What happens next?

We take the Hiring Process very seriously. During the final selection process, we will strive to keep in touch with all top candidates. Feel free to contact a member of Human Resources at any time if you have further questions about your interviews or if you need any additional information.

*Please note that when there is a position available, all conversations with applicants should begin with the Human Resources Department. Therefore, any meeting prior to submitting their resume online to the Human Resources Department is not considered an interview.

» I am interviewing for a sales position. What should I bring to my interview?

We realize that many sales applicants like to present a "brag book" or other documentation of sales successes for consideration during interviews. Merz takes confidentiality very seriously. We do not solicit or accept from an applicant or a candidate any competitive/confidential information* from current or former employers, including corporate sales volume, the applicants' sales volume, employee rankings, customer lists, business plans, or strategy documents. Brag books should only contain:

- The applicant's resume, which identifies the applicant's current employer, job position, and available internal rankings;

- The applicant's year-end job evaluations for at least the past two years;
- Sales reports as long as they only reflect individual information or, if the original includes information about other employees, then all other employee names and territory names must be redacted (or blinded in some manner such as white out or blacked out);
- Documents relating to awards and commendations the applicant may have received, so long as these documents do not disclose account or sales information; and
- A list of references.

As a matter of policy, employees of Merz do not retain copies of applicant brag books. Please do not bring multiple copies to an interview.

If you are unsure if information contained in your brag book is confidential, please inquire.

*Confidential Information is broadly defined to refer to any non-public information that relates to a company's actual or anticipated business, research or development activities, technical data or know-how, research, product plans or other confidential information regarding a company's products, services and markets, customers and customer lists, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances, trade secret and other business information.

» I am interviewing for a non-sales position. What should I bring to my interview?

Please note that Merz takes confidentiality very seriously. We do not solicit or accept from an applicant or a candidate any competitive/confidential information* from current or former employers, including corporate sales volume, the applicants' sales volume, employee rankings, customer lists, business plans, or strategy documents. Applicants should only bring the following with them to an interview:

- The applicant's resume, which identifies the applicant's current employer, job position, and available internal rankings;
- The applicant's year-end job evaluations for at least the past two years;
- Documents relating to awards and commendations the applicant may have received, so long as these documents do not disclose account or sales information; and
- A list of references.

If you are unsure if information you'd like to bring is confidential, please inquire.

*Confidential Information is broadly defined to refer to any non-public information that relates to a company's actual or anticipated business, research or development activities, technical data or know-how, research, product plans or other confidential information regarding a company's products, services and markets, customers and customer lists, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances, trade secret and other business information.