



GETRes Instructions: Candidate Hotel & Air Scheduling

GE Talent Recruitment has partnered with GETRes travel management to deliver simple method to book air and hotel reservations for GE candidate interviews. The instructions below will guide you through the process. Should you have questions along the way please reach out to your Interview Scheduling Specialist.

- Candidates will *click on the GETRes link* housed on the GE Unite Candidate portal provided in your interview confirmation email. The user name and password were provided to you in the 'Candidate Interview Confirmation' email sent to you from our interview scheduling team.
- On the initial screen you are asked to provide basic information to initiate travel. Your candidate ID number was also provided in the 'Candidate Interview Confirmation' email, along with the GE provided credit card number.
- Once the information is complete, *click **Create One-Time Profile***. Please note that this only allows access to our tool one time with your candidate travel ID.
- The GETRes Home Page will default to Flight and Hotel, Round Trip, and Shop by Price. You may change those selections as needed. Fill in the departure and arrival cities, date and time. *Click on Search*.



- Reserve your flights by selecting the most reasonable fare for your interview and schedule. *Select your flight itinerary.*

Airlines	Class	Price	Duration
DELTA	Y	100.000	2:30:00
UNITED	Y	100.000	2:30:00
DELTA	Y	100.000	2:30:00
UNITED	Y	100.000	2:30:00

- Make your hotel reservation. The GE negotiated rates will display. *Select the best rate available.*



- You may make modifications on the Trip Review and Checkout Page. *Click Purchase Trip and OK to complete your reservation.*
- An email will be generated with the airline record locator and hotel confirmation number. Take this information with you when traveling.
- Should you have questions on rescheduling or canceling your interview please review our FAQs on the GE Unite Candidate portal provided in your 'Candidate Interview Confirmation' email.