



## Frequently Asked Questions: Candidate Travel Interviews

- **I've lost the number/email of my Interview Scheduling Specialist!**
  - Interview Questions please respond to your interview confirmation email.
  - Travel Questions please email: [GECandidate.TravelEurope@ge.com](mailto:GECandidate.TravelEurope@ge.com)
- **Is there a common interview travel policy I can reference?**
  - Please review the GE Candidate Travel Policy ([link](#))
- **How can I book my travel?**
  - Candidates approved for air & hotel bookings will have information provided in their 'Candidate Interview Confirmation' email. If you feel you were erroneously provided local candidate information, please reach out to your Interview Scheduling Specialist for more information.
- **How will I book car rental or train?**
  - Please book car rentals and train via standard booking websites via your personal credit card. You will be able to expense the cost to GE through the reimbursement process.
- **Who should I call to reschedule or cancel my interview?**
  - Please reach out directly to your Interview Scheduling Specialist to reschedule or cancel your interview.
- **What if I didn't make my reservation with my legal name?**
  - You will need to call the airline directly and modify your reservation. If there is a change fee associated with this you will need to cover with your own credit card but you will be able to expense the cost to GE through the reimbursement process.
- **What if my flight is delayed and I'll miss my interview?**
  - Connect with your Interview Scheduling Specialist to alert them if you will not make your interview or need to alter the interview start time.
- **I've missed my flight, what are my options?**
  - If you have missed your flight you should:
    - Determine through the airline if you can get on another flight. If there is a change fee associated with this you will need to cover with your own credit card but you will be able to expense the cost to GE through the reimbursement process.
    - Connect with your Interview Scheduling Specialist to alert them if you will not make your interview or need to alter the interview start time.
- **How can I submit my expenses for reimbursement?**
  - Please review our reimbursement overview. The link to the GE Unite Candidate portal, where the information is housed, is available in your 'Candidate Interview Confirmation' email.
- **On the Concur portal the selections are for 'employee,' am I in the right place?**

- Yes, we have leveraged internal GE travel tools to deliver best-in-class reimbursement services to our candidates. The designation of employee is a tool default and not an offer or guarantee of employment at GE.
- **I haven't been paid back but submitted all receipts, who can help?**
  - Please reach out directly to your Interview Scheduling Specialist or the central line listed above to allow us to escalate your request.
- **Does GE have a candidate privacy policy?**
  - <http://www.ge.com/careers/privacy>