

Frequently Asked Questions: Candidate Travel Interviews

I've lost the number/email of my Interview Scheduling Specialist!

- o Interview Questions please respond to your interview confirmation email.
- o Travel Questions please email: GECandidate.Travel@ge.com

Is there a common interview travel & reimbursement policy I can reference?

- o Please review the GE Candidate Travel Policy ([link](#)) which you can find in the 'Messages' section of the travel booking platform or as a [link](#) on the invite to submit your travel reimbursement.

How can I book my travel?

- o Candidates approved for air, hotel & car bookings will have information provided in their 'GE HealthCare Welcome email'. You will find the links to the travel booking site there.

Are there instructions for booking travel?

- o Once you enter the travel booking site you will find instructions in the Messages section

Who should I call to reschedule or cancel my interview?

- o 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?

- o Please call our team at CWT to change your reservation details, call +01 800 866 4382. When answered, the automated phone menu will ask for your SSO number. Click “#” and the phone will ring through to a second phone menu. Press “1” to be connected to a consultant. Tell the consultant who answers the phone that you are a candidate traveller and do not have an SSO number. You can then provide the consultant the record locator from your itinerary to the consultant. Alternatively, they can find your reservation with your last name.

What if my flight is delayed and I'll miss my interview?

- o Connect with your Interview Scheduling Specialist to alert them if you will not make your interview or need to alter the interview start time.

What if my flight is cancelled or delayed due to weather or technical issues?

- o If you are already at the airport you might want to speak with the airline carrier desk to see if you can get on another flight. If you are notified ahead of travelling, please contact CWT .

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- o If the cancellation occurs on your outbound journey to the interview, please also connect with your Interview Scheduling Specialist to alert them if you will not make your interview or need to alter the interview start time. You will find their contact details on the interview invite.

I'm going to miss my flight, what should I do?

- o Call CWT immediately and they will arrange for the flight to be cancelled on your behalf.

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Tell the consultant who answers the phone that you are a candidate traveller and do not have an SSO number. You can then provide the consultant the record locator from your itinerary to the consultant. Alternatively, they can find your reservation with your last name.

You should then call the Interview scheduler whose contact details you will find on the confirmation email, they will review the hiring managers availability and propose another slot & determine next steps.

I've missed my flight, what are my options?

o If you have missed your flight you should:

If you are at the airport please speak to the airline carrier desk to determine 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?

o Please review our reimbursement policy and submit expenses through the [link](#) .

I haven't been paid back but submitted all receipts, who can help?

o Please reach out directly to your Interview Scheduling Specialist or send an email to our team who will research this further GEHealthcareConcierge@zeno.com

How long will it take to receive my reimbursement?

- o Reimbursement will take no more than 2weeks from the point you submit the claim with all your bank account details & receipts and our coordinator has approved your expenses.

Does GE have a candidate privacy policy?

o <http://www.ge.com/careers/privacy>

I can't afford to pay for this travel, is there an alternate option?

- o Please ask your Interview scheduler to see if the hiring manager will support a virtual interview

Can I use this portal for personal travel/for a trip?

- o No. The site should be used only for the travel relating to the GEHC interview.

If I am travelling for the interview, can I tag on any additional personal days? I am willing to pay for extra nights in the hotel myself.

- o The purpose of the trip is for the GEHC interview and the days booked should ideally align with the scheduled meetings.
- o If you want extra personal days screen shot the price of the hotel & flight based on the GE travel commitment & then request a refund aligned to that. You will need to personally fund the extra costs.

Is using the portal mandatory?

- o This is the preferred portal for booking your GEHC interview travel. Should you find, for example, that an airline carrier you wish to use is not available then as long as you book in alignment to the travel policy you can proceed.

I have a frequent flyer card/account number, can I still use it?

- o Yes. You will find in the tool the opportunity to add membership numbers.

I want to fly with an airline not listed, can I book my flight separately & just book hotel & car through this tool?

- Yes, if for convenience you want to fly from a local airport and the carrier is not available through the booking tool, you can book flights direct and use the candidate tool for hotel/car.

My spouse will be accompanying me on the travel, which we are personally funding. Can I book both travel arrangements through the tool?

- Unfortunately, the tool is set up for the candidate only and as a result the booking for a spouse will need to be completed through an alternate solution.

I will need to travel from my home location & then after the interview on to another city for a work meeting, before returning home.

- GEHC will cover a round trip flight (home> GEHC location > home). If you need to book an additional leg you will need to take a screen shot of the flight cost details and GEHC will refund only the proportion of the round trip. The additional flight will need to be funded personally.