

New Application Process for GE Aviation Evendale Hourly Positions.

GE Aviation Evendale Hourly Placement is changing the process for applicants interested in open hourly positions. All open Evendale positions will now be posted on the GE Careers website at www.gecareers.com.

No resumes will be accepted at the Evendale plant.

Job openings will be posted at www.gecareers.com.

- SEARCH: GE Careers or go to www.gecareers.com/
- Click on GE Careers: Job Search
- In the white area below "Start Your Job Search" type: Cincinnati
- Then click on GO

Evendale Hourly Placement Job Postings will be listed...search through the results.

Hourly Placement Jobs will always begin with the word "Evendale."

How to receive notifications to your email!

The site allows you to email jobs to your email.

Under the Search Jobs box, click on "Email jobs to me".

A new box will appear.

Next to the word email, type in your email address and then click on the subscribe button.

Complete the requested information and make sure in the frequency box you indicate how often you would like to receive updates from GE Careers website. (1, 2, 3, etc.)

Under Keywords, Cincinnati should remain in that space.

Then click next.

You should begin receiving new job postings to your email.

GE Employees may use the GE Talent Referral Process when referring external applicants using the following process.

Talent Referral Process – not eligible for referral award (*, **)

Who Can You Refer?

Employees are always encouraged to refer qualified, external applicants who:

- You know personally
- Have given you verbal consent to have their resumes submitted and
- Are not current employees of GE or a wholly owned GE subsidiary or an affiliate.

Refer wisely. Refer only people you believe to be qualified for the open position.

Employees wishing to refer applicants to open hourly positions may use the following link

<http://hr.ge.com/portal/site/hrworkspace/>

How to Submit a Referral:

On the GE Aviation Home Page:

- Click on HR and Career
- Click on COS (Career Opportunity System)
- Under “Explore Opportunities”
- Click on “Who Do You Know”
 - o For additional instructions Click on Referral Process
- **Enter Job Number**

OR if Job Number is not known go to Drop Down Boxes

In the Drop Down Boxes

- Business – Select GE Aviation
- Business Segment – Select Aviation
- Corporate Career Band – Select Hourly
- Career Level – Select Entry Level
- Function – Select Manufacturing
- Function Segment – Select Shop Operations
- Location – Select United States
- U.S. State etc. – Select Ohio
- Click Search

- Select an open position (applicant must meet minimum requirements)
- Click submit Referral
- Verify your information is correct and click continue
- Complete information for your Referral and click continue
- Answer the questions on screen and click continue
- Screen displays your information (*, **)
- Click submit
- A confirmation screen will be displayed. Print screen as your reference.

Click Continue.

Your referral applicant will be sent an email asking them to complete the referral process within seven (7) days.

**** U.S employees subject to collective bargaining agreement terms are not eligible for a referral award.***

***** US employees referring applicants for hourly positions subject to collective bargaining agreement terms are not eligible for a referral award.***