

Greater China Winning Talent System How to Guide for Hotel GMs

This guide will explain how to:

- Login to the system
- View talents within hotel
- View all critical positions within hotel
- View talent profile
- Explore menu
- Conduct talent assessment
- Update career plan recommendations
- Add succession plan for critical position
- De-activate an Employee
- Employee transfer (Within IHG Hotels)
- Use quick reports
- Use analytics (9 Grid)
- Delegate account to others
- Update profile photo
- Support information

Recommended Browser: IE 8 and above, FireFox 3.5 and above

Please note that this guide uses mock self-evaluation and manager information in the examples – not real-time data.

Login the system

Log into Merlin and search 'Winning Talent'.

Add Greater China Winning Talent System to your Merlin Favourites.

Search Results
Showing 12 results for Keywords: "winning talent ", Region: "All" & Brand(s): "IHG Corporate Brand"

1 2 NEXT >

Greater China Winning Talent System
The Winning Talent System is an integrated HR information system to capture hotel talent information and enable hotel talent management process, especially for Hotel critical roles and Band 5+ roles. The system will enable us to capture, manage, track and...
From Applications ✓ Added to My Merlin Favourites

Category
☒ All
☐ About IHG
☐ Applications
☐ Conferences
☐ Departments
☐ Initiatives

Click the icon of 'Greater China Winning Talent System'. Use your Merlin ID and password to log into the system.

My Favourites ?

Applications Departments Teamspaces Initiatives Contacts

Browse all applications Popular Applications >

Greater China Winning... PeopleSoft Performance Management BRAVO Global... People Tools for...

If this is your first time to log onto Winning Talent, you will get below message.
Please wait for 2 hours and login again. Your account will be ready then.

Dear colleague, it is the first time you access Greater China Winning Talent System. We are creating a new user-account for you and it takes some time. Pls. re-log in to the system after 2 hours, your account will be ready for you. Thank you!

View talents within hotel

After you log into the WinningTalent, you will be directed to the landing page 'Talent Explore'. The Talent Explore displays the employees within your hotel.

You can see Employee name, job title from this view.

To select a talent from the list to go to see their details.

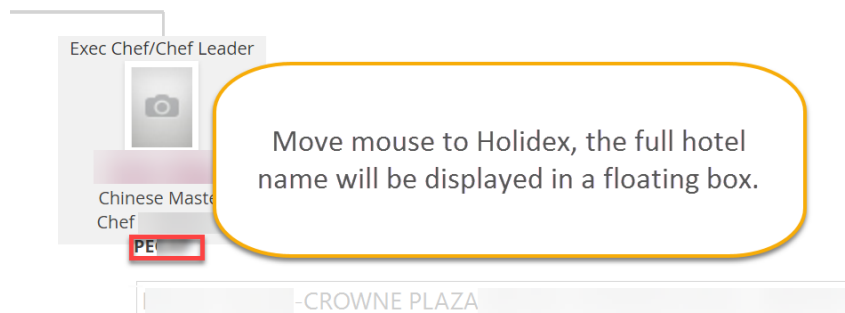
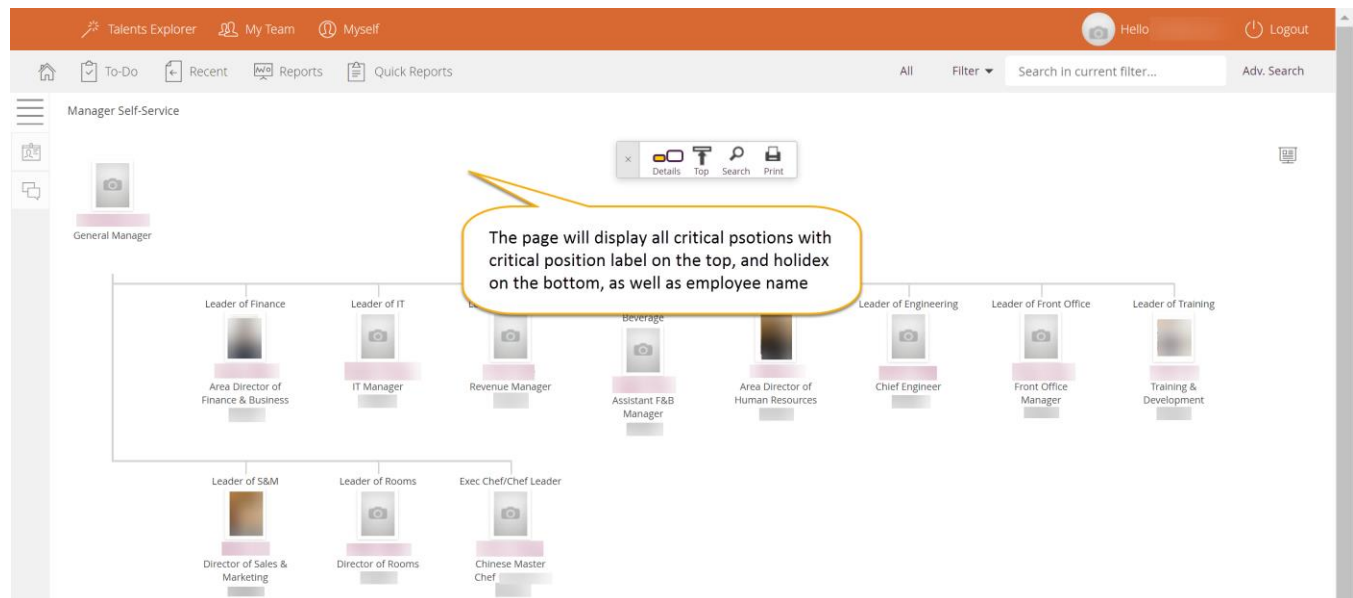
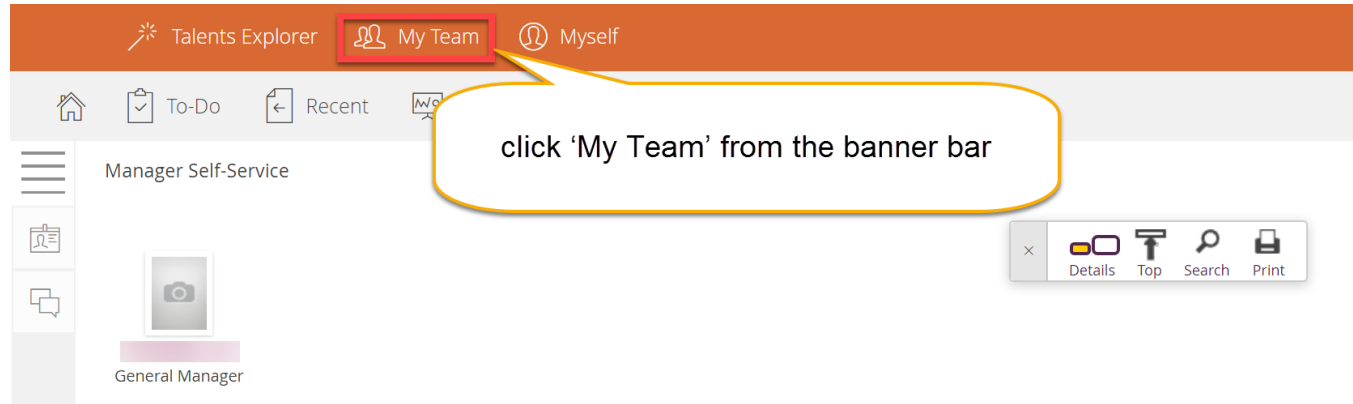
The screenshot shows the 'Talent Explore' interface. The top navigation bar includes 'Talents Explorer', 'My Team', and 'Myself'. The main content area displays a list of employees. A red arrow points to the 'Select Employee' button in the context menu for the first employee, 'Executive Chef (SUZHA-2602)'. The context menu also includes options like 'Show chart (Direct)', 'Show chart (Functional)', 'Send E-mail', and 'Remove from Filter'.

| Employee Name | Job Title | ID |
|---------------|-----------------------------------|--------------|
| Wang, Xian | Executive Chef | SUZHA-2602 |
| Wang, Wang | Assistant Human Resources Manager | SUZHA-2606 |
| Wang, Xian | Security Manager | SUZHA-2610 |
| Wang, Xian | Executive Chinese Chef | SUZHA-2609 |
| Wang, Xian | Procurement Manager | SUZHA-2603 |
| Wang, Xian | Food & Beverage Manager | SUZHA-2612 |
| Wang, Xian | Business Support Manager | SUZHA-2589 |
| Wang, Xian | Executive Housekeeper | SUZHA-2589 |
| Wang, Xian | Assistant Executive Housekeeper | SUZHA-2600 |
| Wang, Xian | Director of Rooms | SUZHA-2591 |
| Wang, Xian | Assistant Director of Sales | SUZHA-2601 |
| Wang, Xian | Director of Revenue Management | SUZHA-2592 |
| James, Bond | HR Supervisor | SUZHA-201701 |
| Wang, Xian | Director of Sales | SUZHA-2597 |
| Wang, Xian | Assistant Director of Engineering | SUZHA-2592 |
| Wang, Xian | Director of Spa | SUZHA-2593 |
| Wang, Xian | Chief Engineer | SUZHA-2594 |
| Wang, Xian | Marketing Manager | SUZHA-2613 |
| Wang, Xian | Director of Human Resources | SUZHA-2588 |
| Wang, Xian | IT Manager | SUZHA-2608 |

View all critical positions within hotel

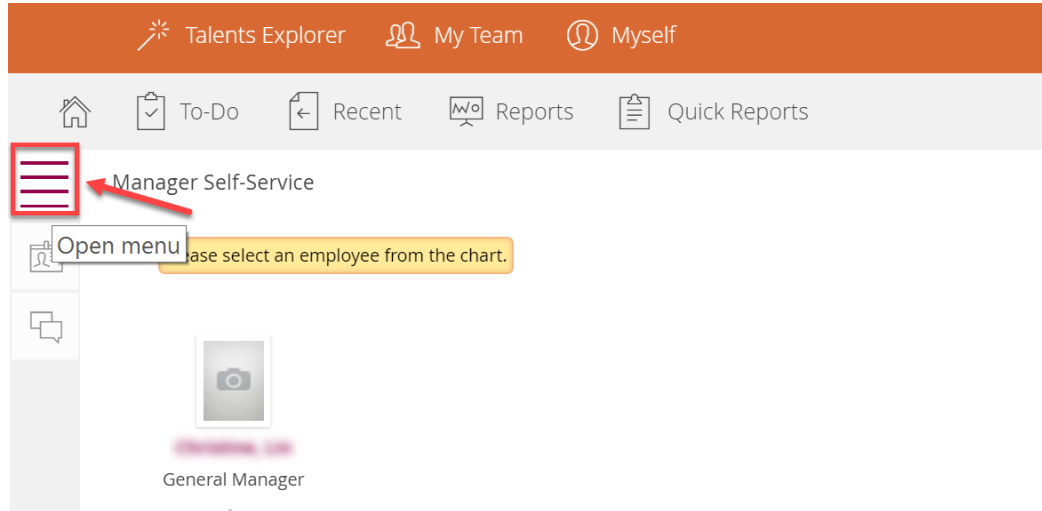
After you log onto Winning Talent, click 'My Team' from the banner bar, you will be redirected to a new page.

The page will display all critical positions and the incumbents within your hotel. Note that the chart view is to give you quick access to the critical position list but not reflect the true reporting line.

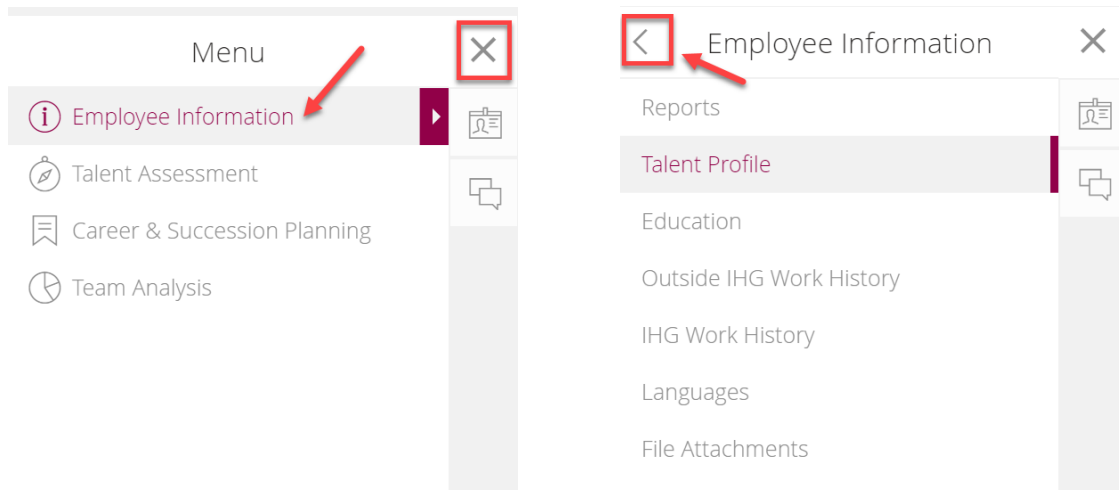


Explore left menu

The left menu will by default stay collapsed. You can click on the toggle button to expand left menu.



Open left menu, and click on each item to go to its sub-menu. Or you can click 'X' to collapse the menu, click on back arrow to go back to main menu)



View talent profile

Select one employee from 'My Team', click on the employee name. You will be redirected to a new page and see the employee's profile.

The screenshot displays the IHG Manager Self-Service interface. The top navigation bar includes 'Talents Explorer', 'My Team', and 'Myself'. The main header shows 'Hello [Employee Name]' and a 'Logout' button. Below the header, there's a search bar and a pagination control showing '2 of 19' with a red box highlighting the 'Next' button. A yellow callout bubble points to this button with the text: 'You can click on the next button to view next employee's talent profile.'

The left sidebar contains a 'Menu' with the following options:

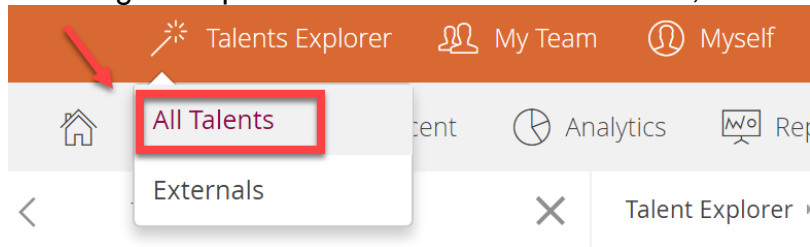
- Employee Information
- Talent Assessment
- Career & Succession Planning
- Team Analysis

The main content area shows the 'Talent Profile' for Anna, Zhao (APAC2). The profile includes:

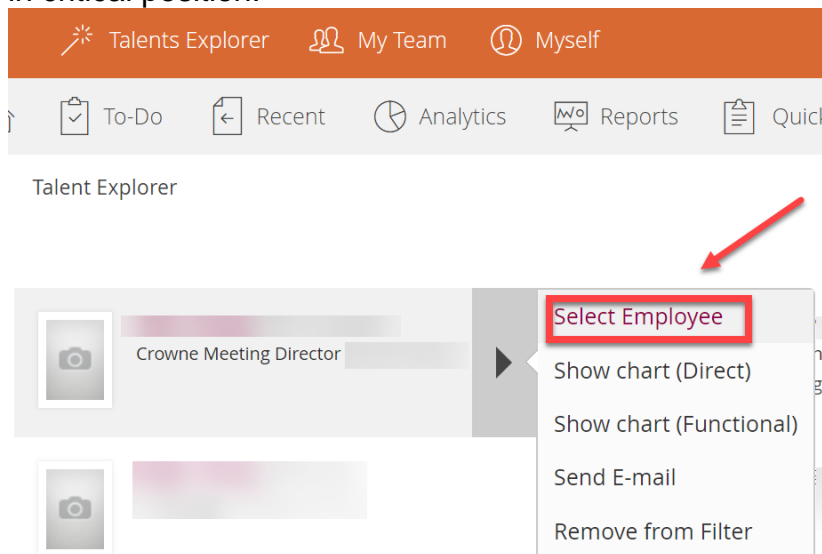
- Employee Information:** Anna, Zhao (APAC2), Area Director of Finance & Business, Email: anna.zhao@ihg.com, Phone: 8500.
- Time in position:** 2 Year(s) 10 Month(s)
- Supervisor:** General Manager
- Languages:** Chinese (Mandarin) (Fluent, Native), English (Conversational)
- Education:** Master's - Capital University of Economics and Business, 2011-2013, 2013-2015
- Work Experience:** Internal Work History, External Work History
- Performance:** There is no performance data available.

Rating for talent assessment

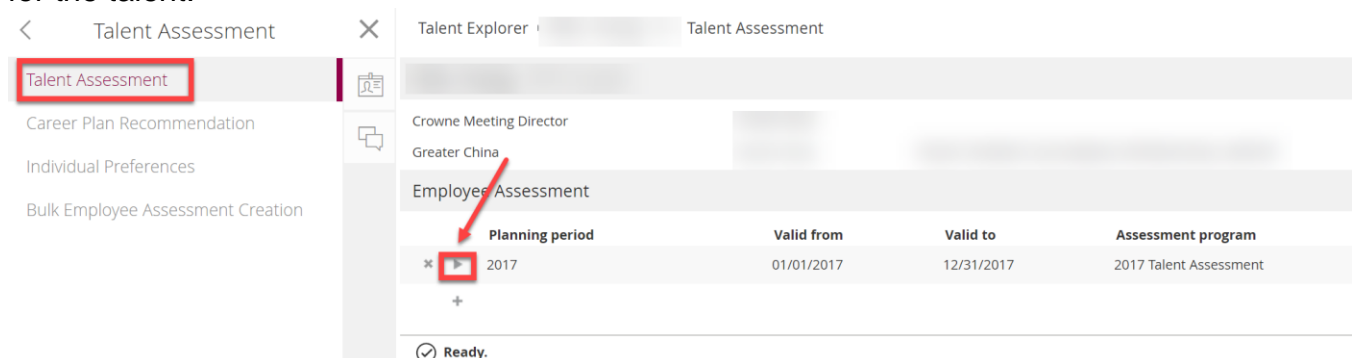
Please go to top banner bar click on 'All Talents', choose the employee from the list.



When you choose one employee, open the menu and go to the main menu, where you can select 'Talent Assessment'. Click on it and go down to its submenu, select 'Talent Assessment'. Then you are able to rate the talent like what you have done with the employee in critical position.



Click the button to open Talent Assessment program, and rate overall evaluation and potential for the talent.



Rate talent performance and potential, and submit your ratings. Please note that you are not able to update the ratings after submission.

Overall Performance Rating | Potential

Assessment

Performance Evaluation

Overall Evaluation (Assessment)

☐ 5
☐ 4.5
☐ 4
☐ 3.5
☐ 3
☐ 2.5
☐ 2
☐ 1.5
☐ 1
☒ Not specified

Evaluated on:* 04/27/2017

Evaluated by:*

Manager's comments:

Save Cancel

Overall Performance Rating | Potential

Bright, Zhang (APAC/brzh)

IT Manager

Assessment

Complete

Potential Assessment

Potential:* (not specified)

Assessed on: 04/27/2017

Assessed by:

Comments:

Save Cancel

Available actions

Submit

Status checks >>

☒ Overall evaluation supplied?
☒ Potential assessment supplied?

Ready.

Complete submission, click next button to rate next talent.

Talents Explorer | My Team | Myself

Home | To-Do | Recent | Analytics | Reports | Quick Reports

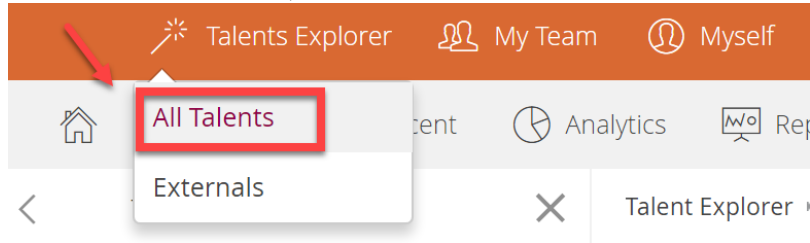
3 of 25 | All | Filter | Search in current filter... | Adv. Search

Talent Assessment | Talent Explorer | Direct | Talent Profile | Talent Assessme | Overall Performance Rating (2017 Talent A) | Next record

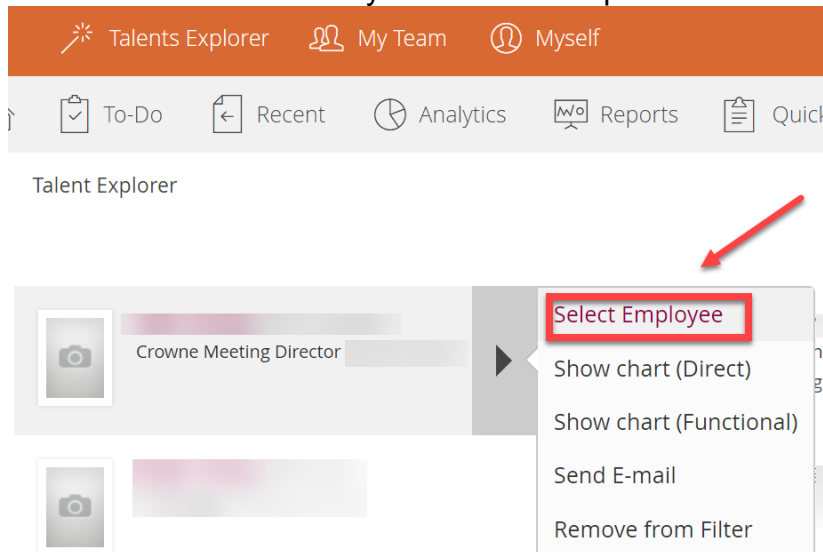
Overall Performance Rating | Potential

Update career plan recommendations

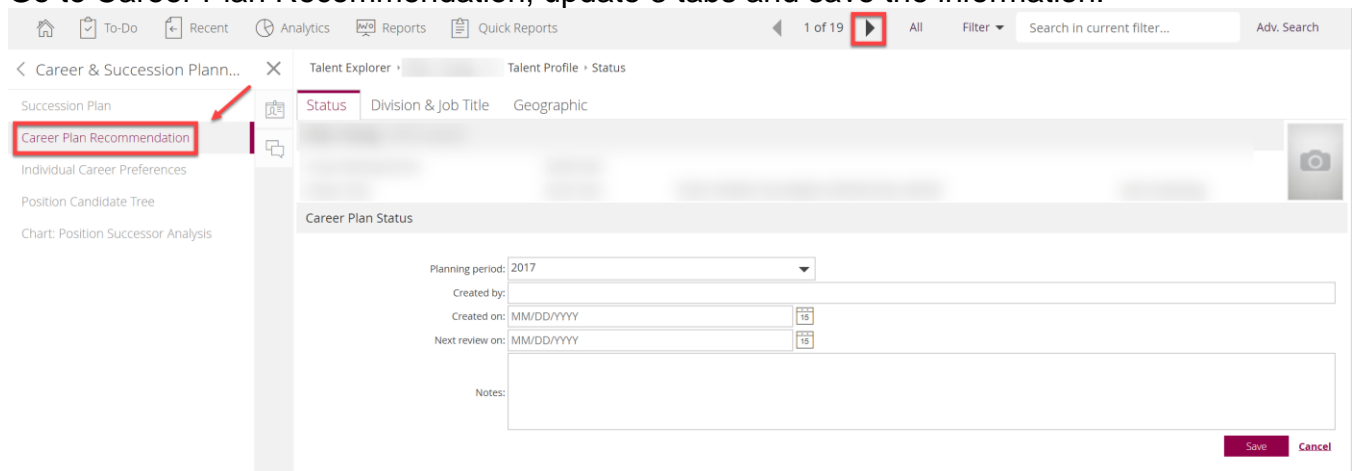
If you want to update hotel talents' career plan recommendations. Please go to top banner bar click on 'All Talents', choose the talent from the list.



When you choose one talent, open the menu and go to the main menu, where you can select 'Career & Succession Planning'. Click on it and go down to its submenu, select 'Career Plan Recommendation'. Then you are able to update the career plan for the selected talent.



Go to Career Plan Recommendation, update 3 tabs and save the information.



Update Division & Job Title for the talent.

Status **Division & Job Title** Geographic

Allan, Huang

Crowne Meeting Director

Search: recommendations

You can have multiple recommendations.

Drill down the unit tree to the lowest level, select the option from the list, and indicate your suggestion. Save.

Division & Job Title

- Business Development
- Engineering
 - Administrative Assistant/Stores Assistant
 - Crowne Plaza**
 - Holiday Inn
 - HUALUXE
 - Indigo
 - InterContinental
 - Assistant Chief Engineer
 - Assistant Director of Engineering

Crowne Plaza

☒ Ready.

No recommendation ☐ Yes ☒ No ☐

Save Cancel

Update Geographic for the talent.

Status **Division & Job Title** **Geographic**

Search: Show only recommendations: ☐ Go

Drill down to the preferable level and select the location. Can select Provinces or Cities.

Geographic

- Greater China
 - Anhui**
 - Anqing
 - Bengbu
 - Bozhou
 - Chaohu
 - Chizhou
 - Chuzhou

Anhui

| | No recommendation | Yes | No |
|-----------|-----------------------|----------------------------------|-----------------------|
| Anhui | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Anqing | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Bengbu | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Bozhou | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Chaohu | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Chizhou | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Chuzhou | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Fuyang | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Hefei | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| HuaiBei | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Huainan | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Huangshan | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Luan | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Maanshan | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Suzhou | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Tongling | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Wuhu | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Xuancheng | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

☒ Ready.

Save Cancel

When you complete the talent's recommendation, click next button to update next talent.

Talents Explorer

My Team

Myself

Home

To-Do

Recent

Analytics

Reports

Quick Reports

1 of 19

Next

All

Employee Information

Reports

Talent Profile

Personal Information

Education

Outside IHG Work History

IHG Work History

Talent Explorer

Cr

Status

Division & Job Title

Talent Profile

Geographic

Status

Division & Job Title

Geographic

Search:

Show only recommendations:

Go

Geographic

Anhui

Anqing

Bengbu

Add succession plan for critical position

Go back to 'My Team' page, click on the 2nd button of details to change the amount of details of employees that hold critical positions within your hotel.

Manager Self-Service

Talents Explorer My Team Myself

To-Do Recent Reports Quick Reports

General Manager

Details Top Search Print

Change amount of detail

Manager Self-Service

General Manager

Area Director of Finance & Business Support
TalentAssessment: 3

IT Manager
TalentAssessment: 3

Revenue Manager
TalentAssessment: n/a

Assistant F&B Manager
TalentAssessment: n/a

Click on the icon, a floating window will open. You can add succession plan for the critical positions.

Under the tab, click add to open new page and add successors.

Hotel GM Nominated Successors Support Centre Nominated Successor

Training & Development Manager

Hotel GM Nominated Successors

| Candidate | External | First Priority |
|-----------|----------|----------------|
| + | | |

Ready

Click the search button, a search window will appear. Use search criteria to find the successor.

Search tips: use 'first name, last name'; 'first name' or 'last name'.

MerlinID (NO 'APAC' as prefix)

Search Cancel

Tips:

- 1) Don't forget you can also search by Sub-Region and Hotel Name to quickly locate the successor.

As a Hotel GM, you can select your hotel from the Hotel Name list and get all talents within your hotel. Note: There're dependencies between Region, Sub-Region and Hotel Name. To get the hotel list, you need to first select the other 2 options.

Find Person

Person

Organization Unit

Region: Greater China

Sub-Region: East China

Hotel Name: (not specified)

Function: (not specified)

Ready.

CSUCH-CROWNE PLAZA CHANGSHU
CZXWJ-HOLIDAY INN CHANGZHOU WUJIN
HYNTZ-HOLIDAY INN TAIZHOU CMC
KVNKS-CROWNE PLAZA KUNSHAN
NKGCP-CROWNE PLAZA YANGZHOU
NKGGE-CROWNE PLAZA NANJING HOTEL & SUITES
NKGHA-INTERCONTINENTAL NANJING
NKGHI-HOLIDAY INN NANJING QINHUAI SOUTH SUITES
NKGJN-CROWNE PLAZA NANJING JIANGNING
NKGXL-HOLIDAY INN NANJING XUANWU LAKE
NKGZR-HOLIDAY INN NANJING AQUA CITY
NTGHA-INTERCONTINENTAL NANTONG
NTGOC-HOLIDAY INN NANTONG OASIS CENTRE
SHGAT-CROWNE PLAZA SHANGHAI ANTING GOLF
SHGCH-CROWNE PLAZA SHANGHAI
SHGCP-CROWNE PLAZA SHANGHAI PUDONG
SHGDT-HOLIDAY INN SHANGHAI DOWNTOWN
SHGFA
SHGFD-CROWNE PLAZA SHANGHAI FUDAN

2) Don't forget you can also search by Function to quickly locate the successor.

Find Person

| Person | Organization Unit |
|----------------------------|-------------------------------|
| Name: <input type="text"/> | Region: Greater China ▼ |
| Code: <input type="text"/> | Sub-Region: (not specified) ▼ |
| | Hotel Name: (not specified) ▼ |
| | Function: Security ▼ |

- (not specified)
- Business Development
- Engineering
- Executive Office
- Finance & Business Support
- Food & Beverage
- Holiday Inn Express
- Hotel Operations
- Human Resources
- IT/Technology
- Room
- Sales & Marketing
- Security

✓ Ready.

Search Cancel

Save the changes and close the pop-up window. Repeat the steps to add successor for the next critical position.

De-activate an Employee

Search the employee by name with quick search tool (e.g. first name, last name, at least key in 3 characters), or by merlin id (e.g. APAC\XXXX) and click select the result from search box.

You will access this employee's profile. Please open level 1 menu, go to 'Employee Information' and then choose 'Work Status'.

Go to 'Work Status' tab, and update 'Employment status' from Active to Inactive. Save the change made.

Employee Transfer (Within IHG Hotels)

Select Employee and go to lev1 menu, click on Position Information, select Position Info and go to Organization Assignment Tab.

Change the Sub-Region & Hotel Name for the employee.

Then Save the change.

The screenshot displays the IHG Talent Explorer interface. The top navigation bar includes 'Talents Explorer', 'My Team', and 'Myself'. The left sidebar shows 'Position Information' with a sub-menu 'Position Info' highlighted. The main content area shows the 'Organization Assignment' tab for an employee. The 'Business unit' section is highlighted with a red box, and a red arrow points to the 'Sub-Region' dropdown menu. The 'Division & Job Title' section is also visible on the right.

| Business unit | | Division & Job Title | |
|---------------|---------------|----------------------|-----------------|
| Region: | Greater China | Function: | Food & Beverage |
| Sub-Region: | East China | IHG Job Title: | Executive Chef |
| Hotel Name: | | Brand: | (not specified) |

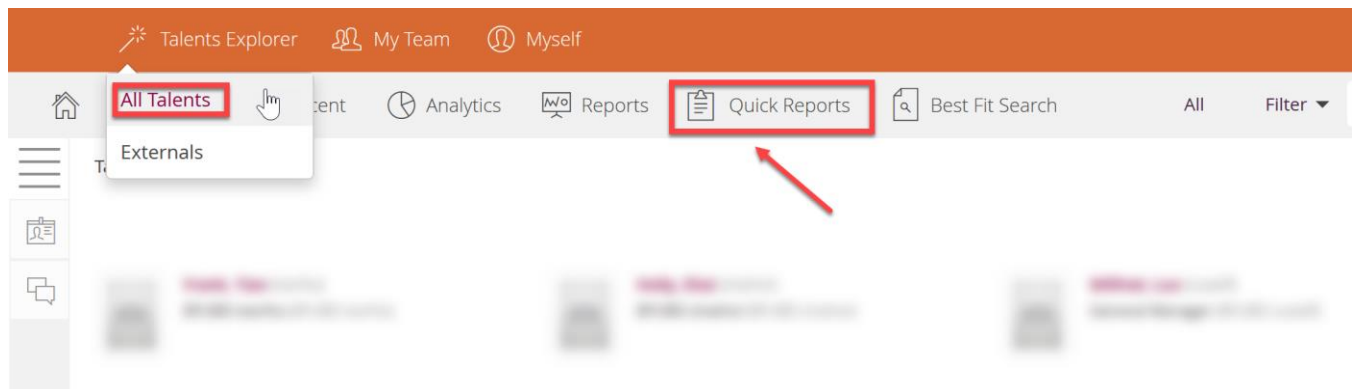
Save Cancel

Ready.

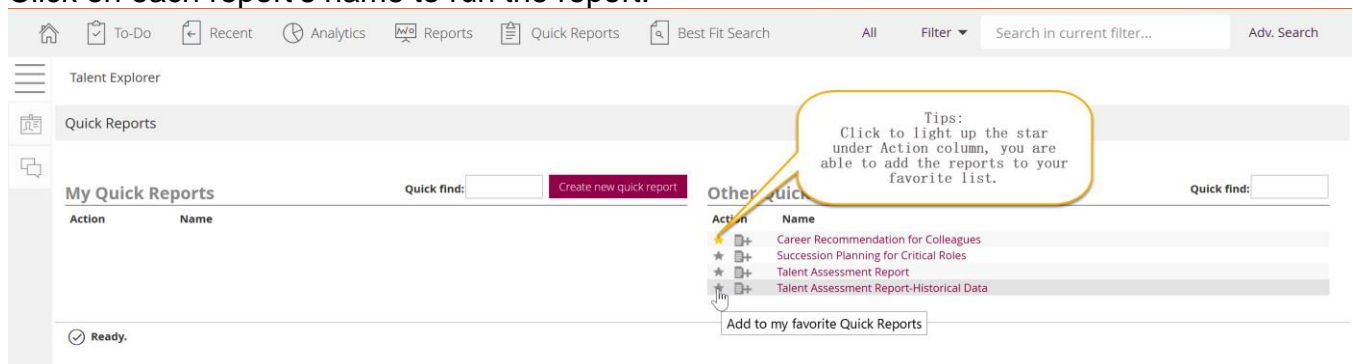
Use quick reports

Go to Talent Explorer > All Talents, find Quick Reports from the banner bar. Click on the option to access report list. You have 4 reports pre-setup within your account.

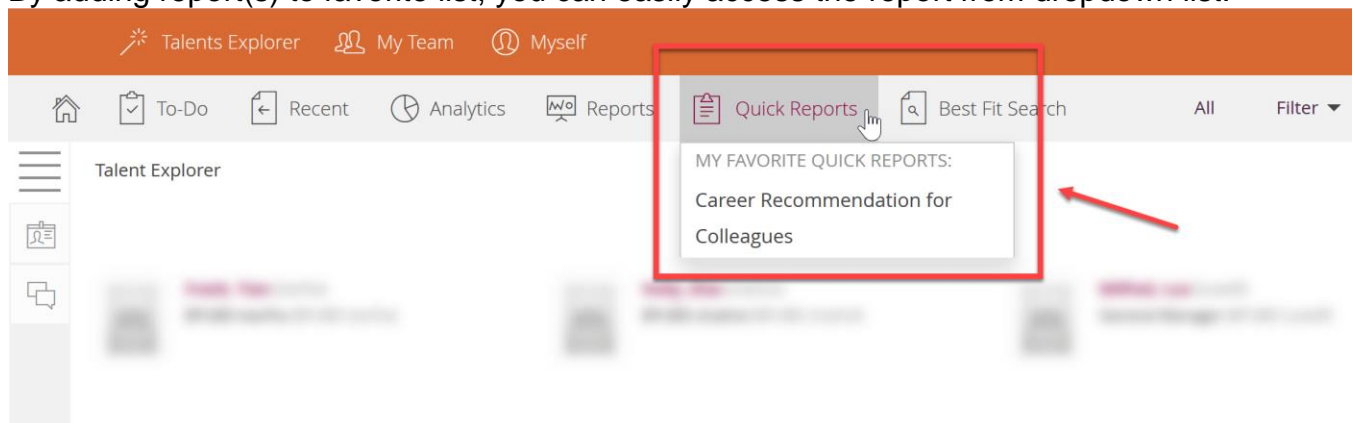
1. Talent Assessment Report
2. Talent Assessment Report-Historical Data
3. Succession Planning for Critical Roles
4. Career Recommendation for Colleagues



Click on each report's name to run the report.



By adding report(s) to favorite list, you can easily access the report from dropdown list.



You can download the report to local. Download format can be pdf, xls and rtf.

Talent Explorer

Quick Report

Career Recommendation for Colleagues

Drag a column here to group by that column

| Employee ID | Employee Name | Employee ID | Employee Name | Employee ID | Employee Name | Employee ID | Employee Name | Employee ID | Employee Name | Employee ID | Employee Name | Employee ID | Employee Name |
|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|-------------|---------------|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Page 1 of 1 (3 items) | < | > | 1 | 2 | >>

Show Filter

Export to PDF

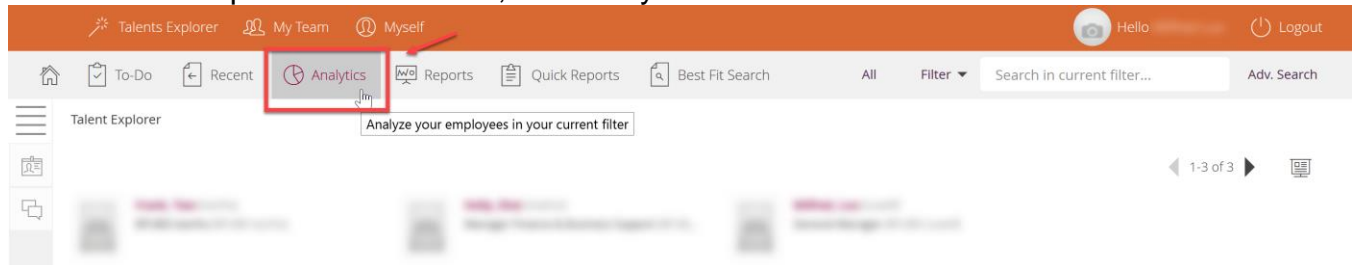
Export to Excel

Export to Word

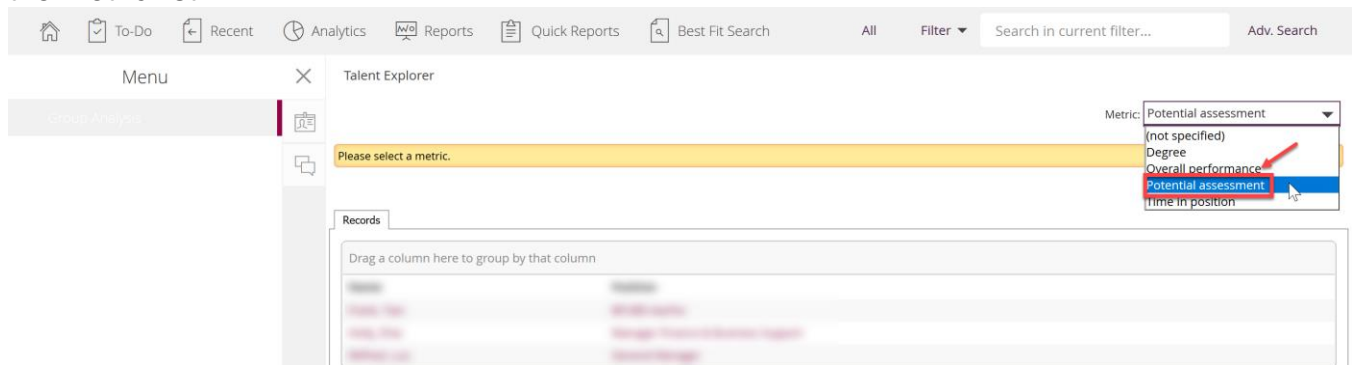
Save

Use analytics (9 Grid)

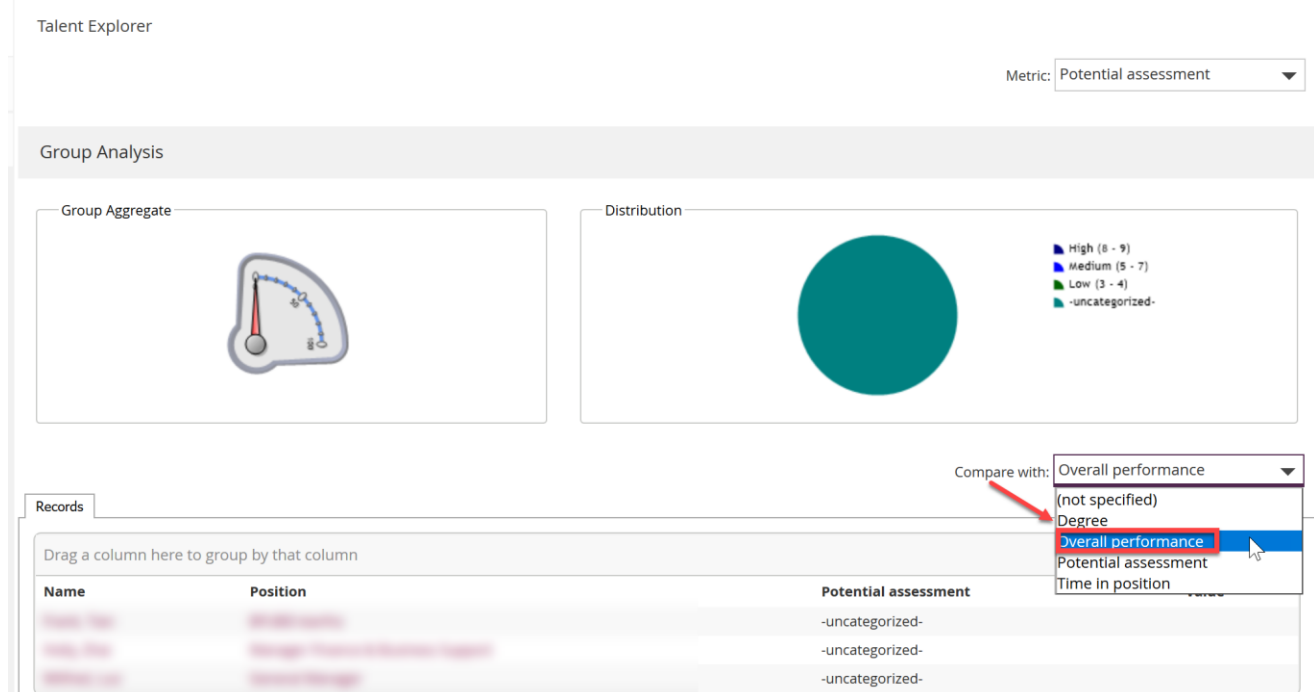
Go to Talent Explorer > All Talents, find Analytics from the banner bar.



You will be redirected to Group Analysis page. Please select 'Potential assessment' first from the Metric list.



And then select 'Overall performance' from next Metric list to compare with the Potential.



Click Compare with to get the 9 Grid view.

Talent Explorer

Metric: Potential assessment

Group Analysis

Group Aggregate



Distribution



High (8 - 9)
Medium (5 - 7)
Low (3 - 4)
-uncategorized-

Compare with: Overall performance

Records

Compare with

Drag a column here to group by that column

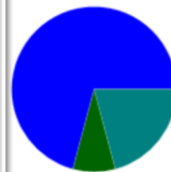
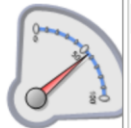
| Name | Position | Potential assessment | Overall performance | Value |
|----------|----------------------------|----------------------|---------------------|-------|
| John Doe | Executive Chef | -uncategorized- | -uncategorized- | |
| John Doe | Manager Finance & Business | -uncategorized- | -uncategorized- | |
| John Doe | Support Manager | -uncategorized- | -uncategorized- | |

With the 9 Grid view you can click on the number within each cell to expand the talent lists. By clicking on talent name and their position name you are able to go down to talent details.

Metric: Potential assessment

Group Analysis

Group Aggregate



Low (3 - 4)
Medium (5 - 7)
High (8 - 9)
-uncategorized-

Compare with: Overall performance

Records

Compare with

Potential assessment / Overall performance

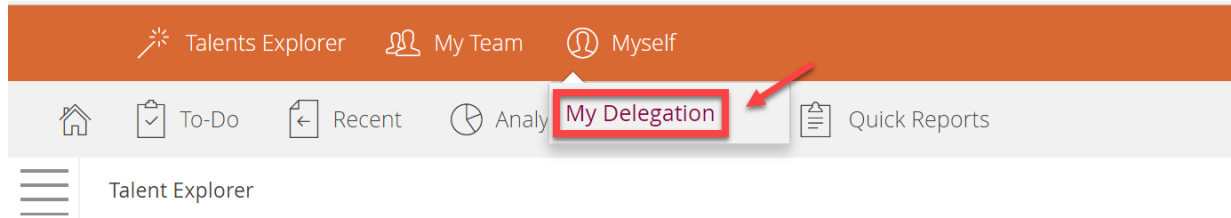
| Name | Position |
|----------|-----------------------------------|
| John Doe | Executive Chef |
| John Doe | Manager Finance & Business |
| John Doe | Support Manager |
| John Doe | Director of Spa |
| John Doe | Assistant Human Resources Manager |
| John Doe | Chief Engineer |
| John Doe | Security Manager |
| John Doe | Marketing Manager |
| John Doe | Executive Chinese Chef |

Page 1 of 3 (17 records) [1] 2 3

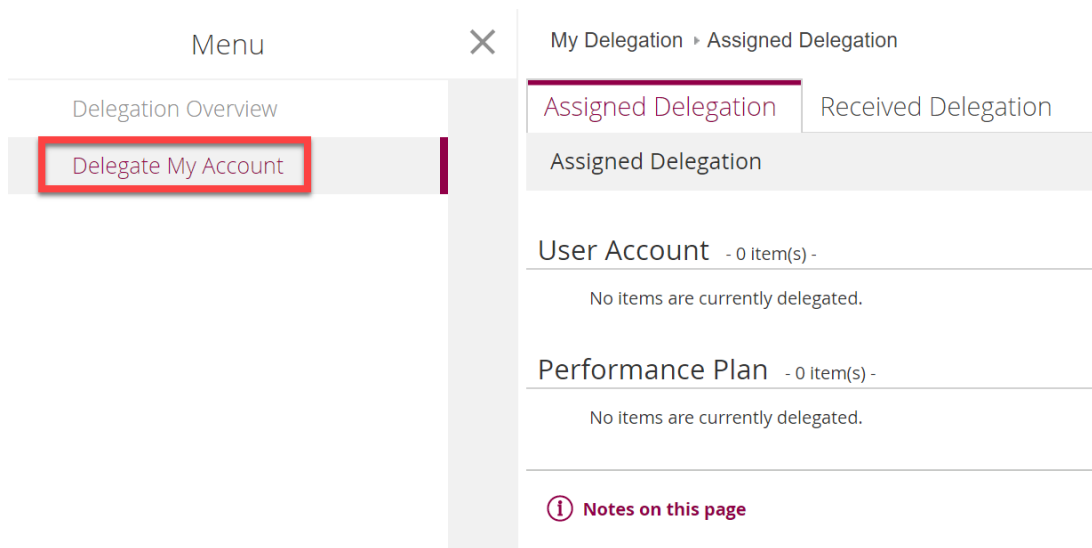
| | 1 - 2.5 | 3 - 3.5 | 4 - 5 |
|----------------|---------|---------|-------|
| High (8 - 9) | 0 | 2 | 0 |
| Medium (5 - 7) | 0 | 17 | 0 |
| Low (3 - 4) | 0 | 0 | 0 |

Delegate account to others

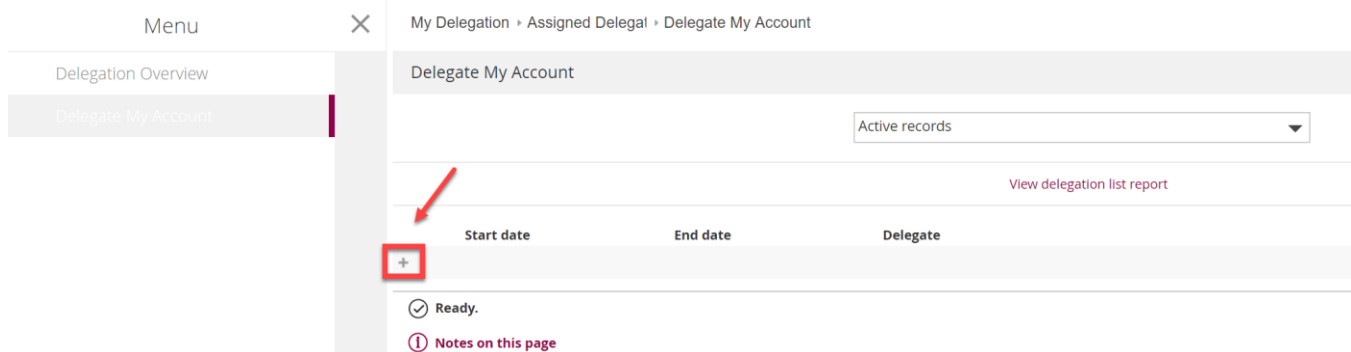
Put your mouse on 'Myself' and click 'My Delegation', go to delegation page.



Expand the left menu and select 'Delegate My Account'.



Click add new record to add user to receive your delegation.



Search and find the user that will receive your delegation. Pls. be cautious with delegation as the system manages personal information. In principle, the user to receive your delegation could be the Hotel HR leader or Hotel No.2.

Delegate My Account

Active records

[View delegation list report](#)

| Start date | End date | Delegate | Reason | Inactive |
|---|----------|----------|--------|----------|
| <div> <div>Start date: 04/27/2017</div> <div>End date: MM/DD/YYYY</div> <div>Delegated to: *</div> <div>Reason: (not specified)</div> </div> <div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> | | | | |

Find User - Google Chrome

Secure

Find User

Employee

Organization Unit

Name: *

User Name

User (begins): *

(contains): *

Only direct hierarchy: ☒

Only in my department: ☐

Search

Cancel

Ready.

Tips: Tick 'Only direct hierarchy' will help save time to locate the right user.

You can also decide on the delegation beginning / expired date (end date), save the changes made to complete the delegation.

Delegate My Account

Active records

[View delegation list report](#)

| Start date | End date | Delegate | Reason | Inactive |
|--|----------|----------|--------|----------|
| <div> <div>Start date: 04/27/2017</div> <div>End date: 04/30/2017</div> <div>Delegated to: * APAC</div> <div>Reason: (not specified)</div> </div> <div>Notes:</div> <div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> | | | | |

How to Update Profile Photo

Put your mouse on 'Myself' and click, go to your profile page. Open left menu, and go to main menu to select 'Employee Information'. Then select 'Personal Information' from its submenu. Go to 'Photo' tab, where you can upload your photo from your local drive.

The screenshot displays the IHG Employee Self-Service interface. At the top, there is an orange navigation bar with links for 'Talents Explorer', 'My Team', and 'Myself'. Below this is a grey bar with 'Learning Catalog' and 'Reports'. The main content area is titled 'Employee Information' and includes a left-hand sidebar with options like 'Download my profile', 'Personal Information' (highlighted with a red box), 'Education', 'Outside IHG Work History', 'IHG Work History', 'Languages', and 'Position'. The 'Personal Information' section is active, showing tabs for 'Name', 'Background', 'Contact Details', 'Gender, birthday', 'Nationality', and 'Photo' (the last one is highlighted with a red box). The 'Photo' tab contains a message 'Current photo: No photo is currently available.' and an 'Upload file:' section with a 'Choose File' button (highlighted with a red box). At the bottom right of the photo section are 'Save', 'Delete', and 'Cancel' buttons. Below the photo section, there is a 'Permitted file types' section with a 'Ready.' status and a 'Notes on this page' link.

Support Information

Technical Support:

- Help desk Hotline: +86 21 8039 9259
- Email: support@atalent.com
- WeChat:



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