

Greater China Winning Talent System How-to Guide for Hotel Colleagues

This guide will explain how to:

- Login
- Change System Language
- Open Left menu
- Update Your Talent Profile
- Update Your Position Information
- Update Career Preference
- Download My Profile
- 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 to the system

Log into Merlin and search 'Winning Talent'.

Add Greater China Winning Talent System to your Merlin Favourites.

The screenshot shows the IHG Merlin homepage. The top navigation bar includes links for 'Our People', 'Our Travel', 'About Merlin', 'Help & Support', and 'UAM / myID'. A user profile picture and 'Manage my profile' link are on the right. The main header features the 'Merlin' logo, a search bar, and a language selector. Below the header, a navigation menu includes 'My Merlin', 'Newsroom', 'Applications', 'Departments', 'Teamspace', 'Initiatives', and 'Conferences & Events'. The 'Search Results' section displays 12 results for the keywords 'winning talent'. The first result is 'Greater China Winning Talent System', which is highlighted with a red box. To the right of the search results, there is a 'Clear keyword search' button and a 'Category' filter with options: 'All', 'About IHG', 'Applications', 'Conferences', 'Departments', and 'Initiatives'.

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

My Favourites

The screenshot shows the 'My Favourites' section of the Merlin system. The top navigation bar includes links for 'Applications', 'Departments', 'Teamspace', 'Initiatives', and 'Contacts'. Below the navigation bar, there is a 'Browse all applications' link and a 'Popular Applications' button. A row of five application icons is displayed: 'Greater China Winning...' (highlighted with a red box), 'PeopleSoft', 'Performance Management', 'BRAVO Global...', and 'People Tools for...'. Each icon is accompanied by its name.

If this is your first time to log onto Winning Talent, you will probably get below message.
Please wait for 2 hrs 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!

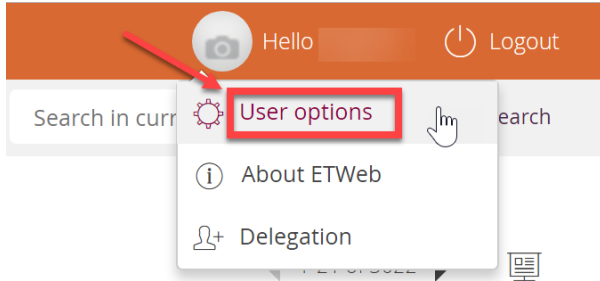
After login, you will access your talent profile on the system landing page. If you have yet to fill in the personal profile, you will get a blank record.

The screenshot shows the 'Employee Self-Service' profile page. At the top, there is an orange navigation bar with 'Myself' and a user profile 'Helic' with a 'Logout' button. Below this is a grey bar with 'Reports'. The main content area has a sidebar on the left with a menu icon and a 'Myself' icon. The profile header shows a placeholder for a photo, the title 'Director of Human Resources', and a 'Date of birth' field. A 'Profile completeness' bar is on the right. The profile is divided into three sections: 'Languages', 'Education', and 'Work Experience'. Each section has a dropdown arrow and a status message indicating no data is available.

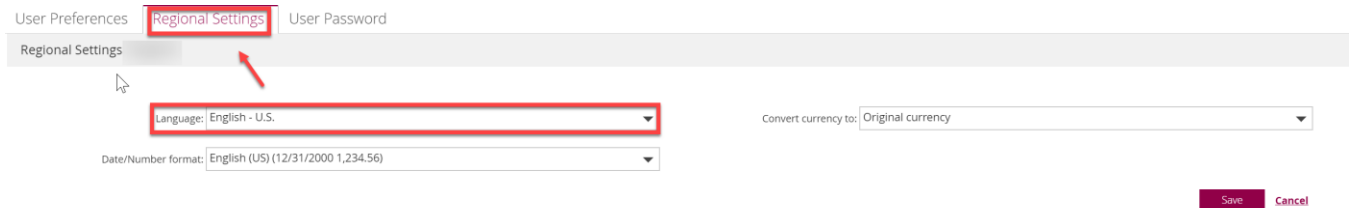
Section	Status
Languages	There is no language information available.
Education	There is no higher education available.
Work Experience	Internal Work History: There is no internal work history available. External Work History: There is no external work history available. IHG Background: [NoDataAvailable]

Change system language

After log into the system, move your mouse over user menu of the top banner bar, select 'User Options' from the dropdown list.

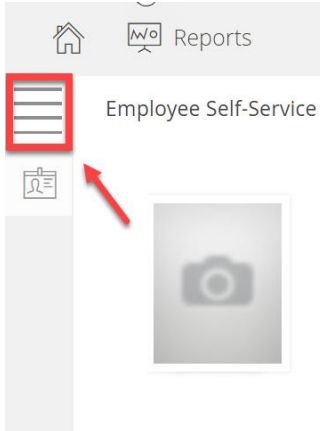


Go to tab 'Regional Settings', choose the language, save the change made.

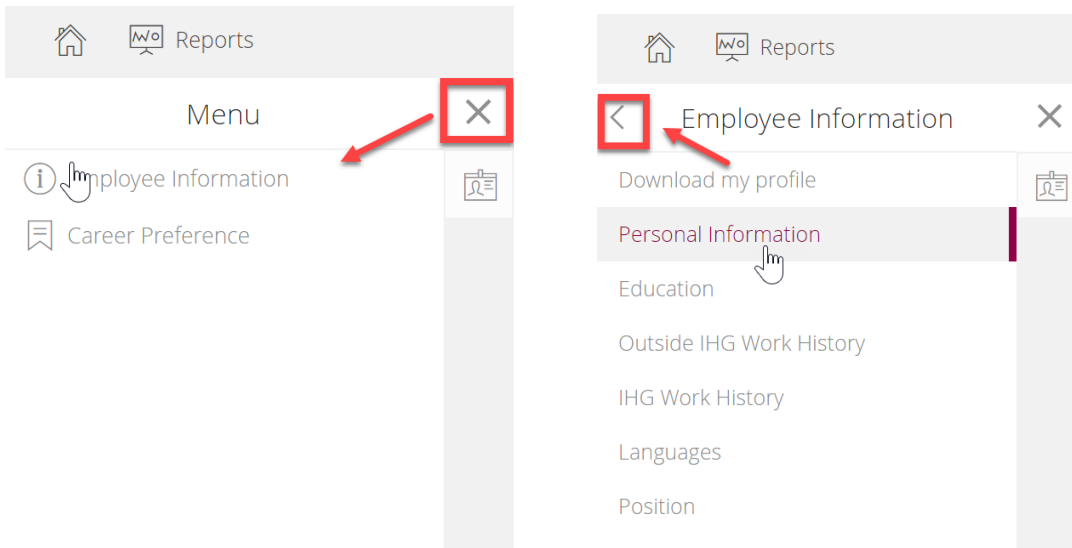


Explore left menu

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

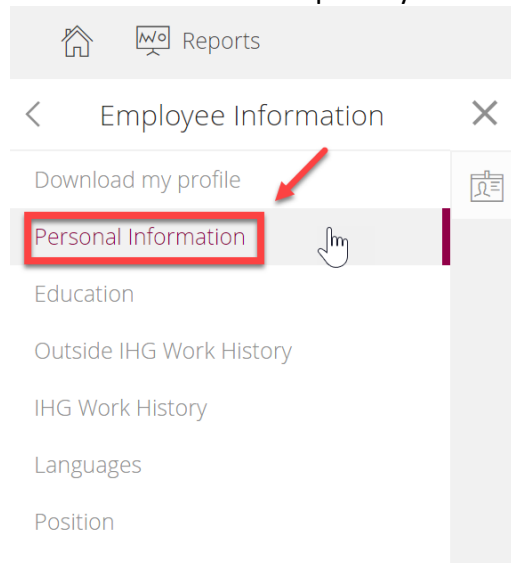


Open left menu, and click on each item to go to its sub-menu. Or you can click 'X' to collapse the menu, click on back arrow to go back to main menu)



Update your talent profile

Click level 1 menu and select 'Employee Information', then go to level 2 menu, select 'Personal Information'. You can update your information under different tabs.



You can update your name under Name tab, input last name, first name and Chinese name.

Note that the fields with an asterisk (*) are mandatory.

Save the changes and then move on with other tabs, e.g. Background, Contact Details to update relevant personal information.

Employee Information

Employee Self-Service » Name » Gender, birthday » Background » Contact Details

Name Background **Contact Details** Gender, birthday Nationality Photo

E-mail, Phone

Company e-mail: james.bond@ihg.com
Business phone: +44 79878909

Personal e-mail: james@mi5.co.uk
Private phone: +44 7654321911

Save Cancel

Ready.

Notes on this page

Click the rest tabs to complete your personal information, e.g. Gender, birthday, Nationality.

To update your profile photo. Go to Photo tab where you can upload your photo from your PC.

Employee Self-Service » Wu » Background » Contact Details » Nationality » Gender, birthday » Photo

Name Background Contact Details Gender, birthday Nationality **Photo**

Photo

Current photo: No photo is currently available.

Upload file:* No file selected Choose File

Save Delete Cancel

Permitted file types

You can update the rest items from level 2 menu, e.g. Education, Outside IHG Work History, IHG Work History, Languages, and Position.

To add education history, go to Education tab and click add button to input a data entry.

Employee Information

Employee Self-Service » Contact Details » Nationality » Gender, birthday » Photo » Education

Education

Higher Education

Start date	End date	Degree
Add new		

Related files

Notes on this page

Add Start date, End date, Institution name and Degree. You can add multiple data entries if needed.

Education

Higher Education

Start date	End date	Degree
Add new		

Start date: MM/DD/YYYY End date: MM/DD/YYYY

Institution:

Degree: (not specified)

Notes:

Save Cancel

Similarly, you can add your work history from two menu items (Outside IHG Work History & IHG Work History).

Employee Information
Download my profile
Personal Information
Education
Outside IHG Work History
IHG Work History
Languages
Position

Employee Self-Service
Nationality
Gender, birthday
Photo
Education
Outside IHG Work History

External Work History

Start date	End date	Position	Company	Area of responsibility	International experience
<div> Add new </div> <div> <div>Start date: MM/DD/YYYY</div> <div>End date: MM/DD/YYYY</div> <div>Position:</div> <div>Company:</div> <div>Location:</div> <div>International experience:</div> <div>Key Achievements:</div> </div> <div> Save Cancel </div>					

Choose your language and update language proficiency on Language page.

Employee Information
Download my profile
Personal Information
Education
Outside IHG Work History
IHG Work History
Languages
Position

Employee Self-Service
Nationality
Gender, birthday
Photo
Education
Outside IHG Work History
Languages

Languages

Language	Proficiency	Native language
English	Fluent	-

Language: English

Proficiency: Fluent

Native language:

Save
Delete
Cancel

+

English
French
German
Italian
Japanese
Korean
Portuguese
Russian
Spanish
Others

Ready.

Related files

Notes on this page

All file attachments

Update your position information

Go to Position from level 2 menu, where you can maintain / update your position information with 3 tabs. Save after you update each tab.

Go to 'Title, Code' the 1st tab, to update your business title if necessary.

Note that you don't need to change the codes. The Code / Global position code is by default generated by system and should be prefixed with your hotel Holidex (e.g. ABCDE-jambo).

Go to Organization Assignment tab, to check / update your hotel information, your division and standard IHG job title.

Please make sure the information is entered correctly, by choosing the right Region / Sub-Region / Hotel Name, your record will be placed to the right hotel and hence visible to your hotel GMs.

Note that there's dependency between Region / Sub-Region / Hotel Name; Function / IHG Job Title / Brand. The upper level field must be filled in first, then you can select the next level.

Go on to update your Position Band. You can check / update / add your job band.

Make sure you choose the right planning period to add / update the job band information.

Leave the second part of position level blank.

Update career preference

Go to level 1 menu and select 'Career Preference'. Select Career Preferences from level 2 menu. The 'General' tab will be displayed, where you can update your Mobility of your career preference.

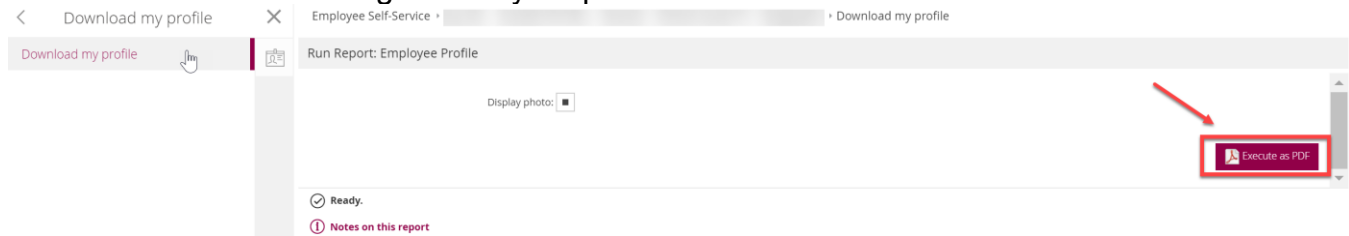
Go to 'Division & Job Title', update the information if needed. You can provide the divisions/jobs/brands that you are interested as the next career move (multiple choice are available)

Update Geographic preference, same as what you have done with 'Division & Job Title' preference. You can provide the geographic locations you are interested to move to.

Download my profile

Go to level 1 menu, select 'Employee Information', select 'Download my profile' from level 2 menu and then 'Download my profile' again, to go to the download page.

Click 'Execute as PDF' to generate your profile.



Click 'Click here to refresh', the report generated will be listed under 'Reports' Column. Click on the report name (e.g. Employee Profile) to download the file to local.



Re-enter into System

If you exit your user account, you can click SAML (single sign-on) to re-enter into the system, or re-enter into the system from Merlin.



Support Information

Technical Support:

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



Contact Persons in IHG Support Centre:

- Tina Tang: +86 21 2036 3617, tina.tang@ihg.com
- Eden Wang: + 86 21 2036 3681, eden.wang@ihg.com