

## WinningTalent Hotel GM How to guide

This guide will explain how to:

- Login the system
- View talents within hotel
- View all critical positions within hotel
- View talent profile
- Explore left menu
- Rating for 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.

The screenshot shows the IHG Merlin portal interface. At the top, there's a navigation bar with links like 'Our People', 'Our Travel', 'About Merlin', 'Help & Support', and 'UAM / myID'. Below this is the 'Merlin' logo and a search bar. The main content area displays 'Search Results' for the keyword 'winning talent', showing 12 results. The first result is 'Greater China Winning Talent System', which is highlighted with a red box. To the right of the search results, there's a sidebar with a 'Category' filter set to 'All'.

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 portal. It features a horizontal navigation bar with tabs for 'Applications', 'Departments', 'Teamspace', 'Initiatives', and 'Contacts'. Below this, there's a 'Browse all applications' link and a 'Popular Applications' button. A row of application icons is displayed, with the first icon, 'Greater China Winning...', highlighted by a red box. The other icons represent 'PeopleSoft', 'Performance Management', 'BRAVO Global...', and 'People Tools for...'.

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!

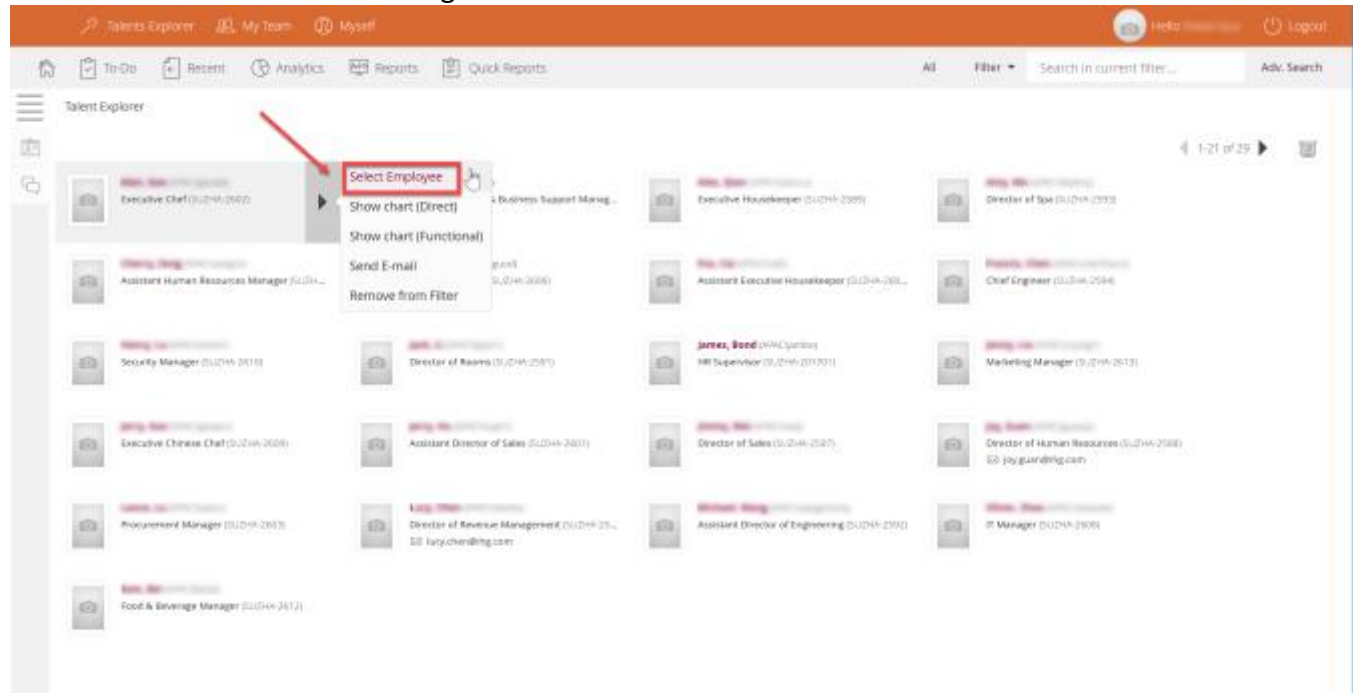
## View talents within hotel

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.

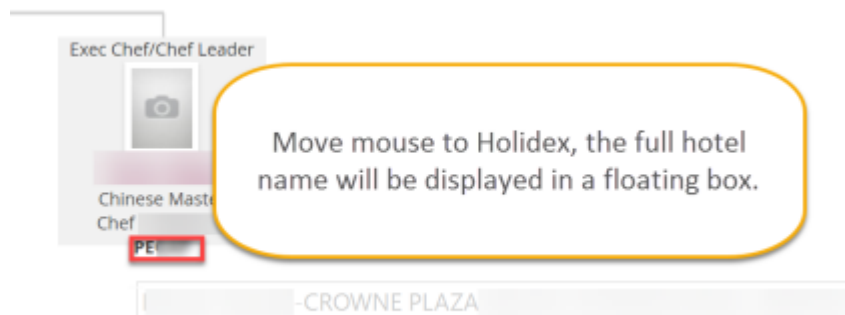
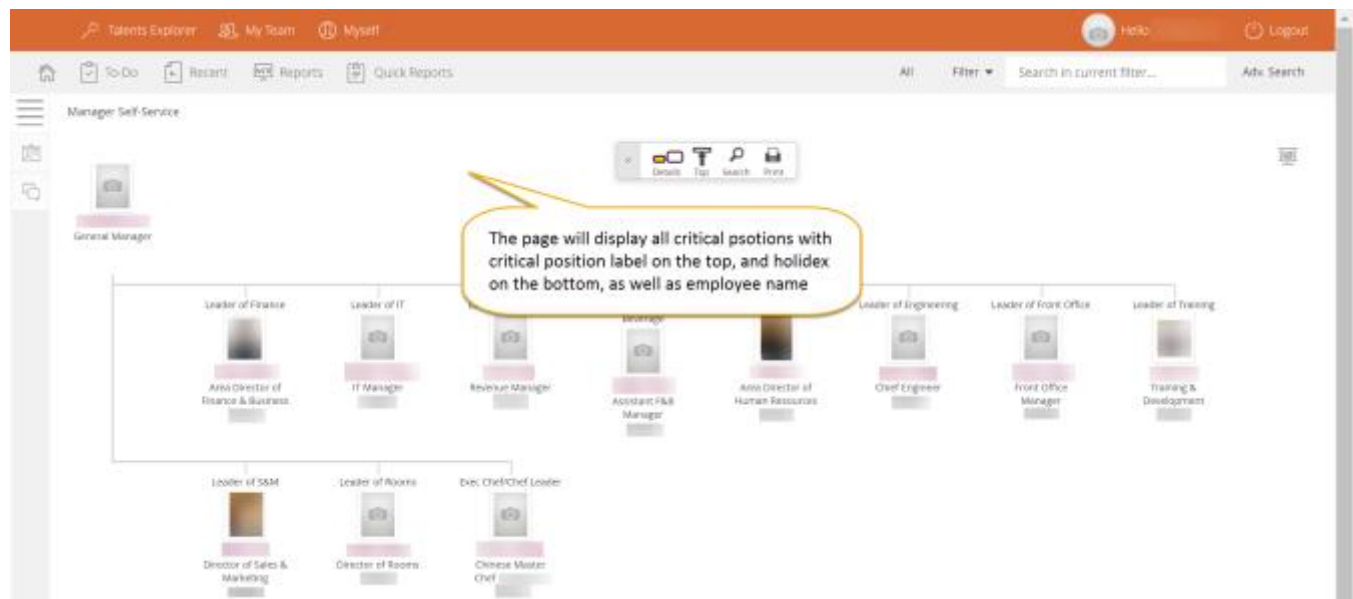
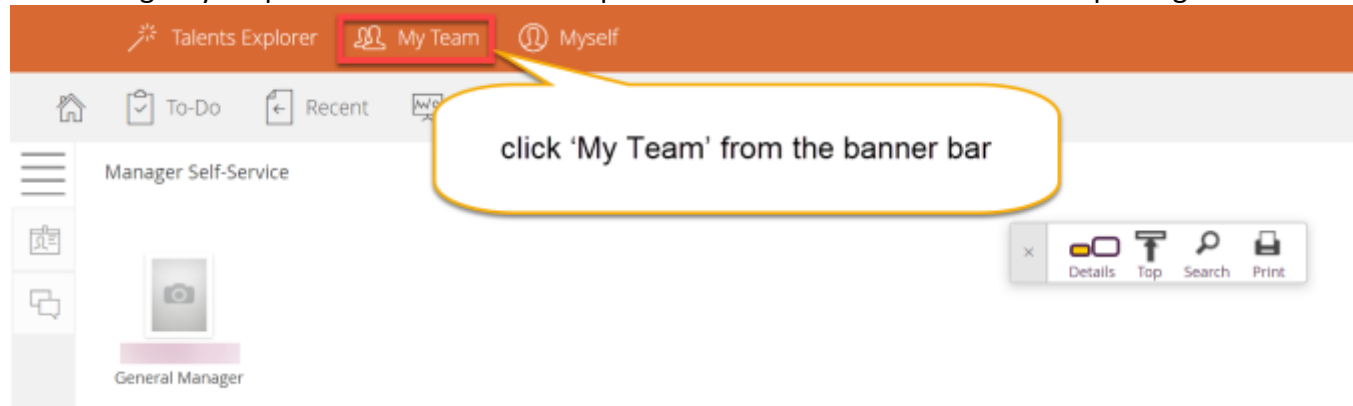
To select a talent from the list to go to see their details.



## View all critical positions within hotel

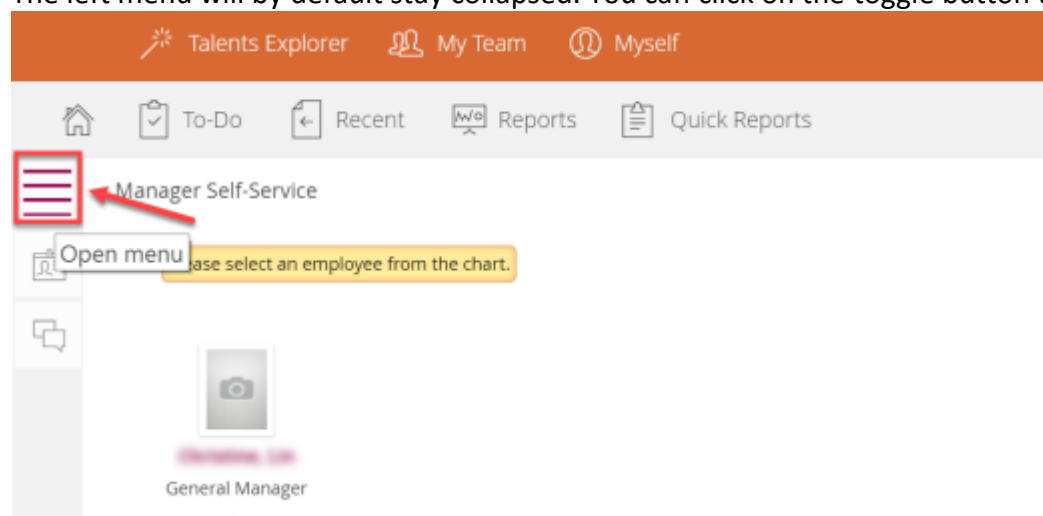
After you log onto WinningTalent, click 'My Team' from the banner bar, you will be redirected to a new page.

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.

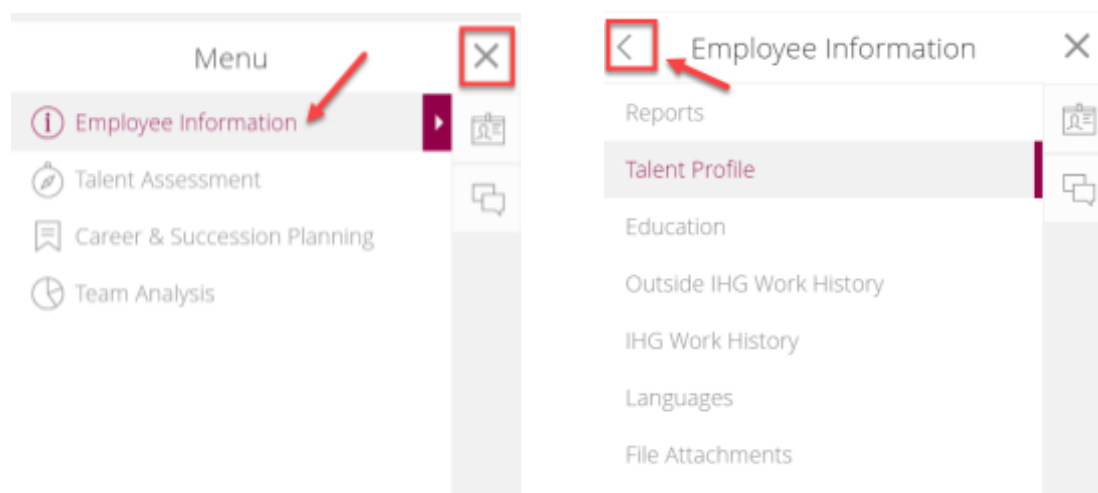


## Explore left menu

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)



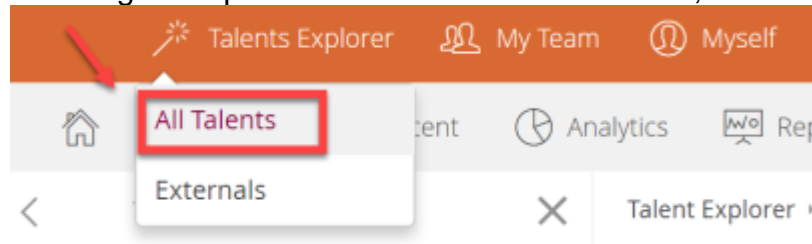
## View talent profile

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.

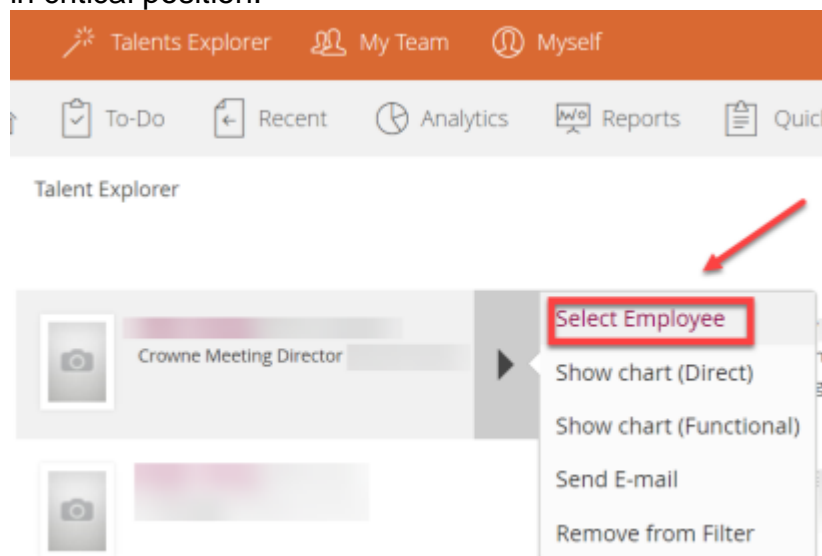
The screenshot shows the 'Manager Self-Service' interface for Anna Zhao. The top navigation bar includes 'Talents Explorer', 'My Team', and 'Myself'. The left sidebar has a 'Menu' with options: 'Employee Information', 'Talent Assessment', 'Career & Succession Planning', and 'Team Analysis'. The main content area displays the profile for Anna Zhao, Area Director of Finance & Business. A yellow callout box points to a 'Next' button in the pagination area, stating: 'You can click on the next button to view next employee's talent profile.' The profile details include Languages (Chinese (Mandarin), English), Education (Bachelor's degree from Tsinghua University), Work Experience (Internal and External Work History), and Performance (No data available).

## Rating for talent assessment

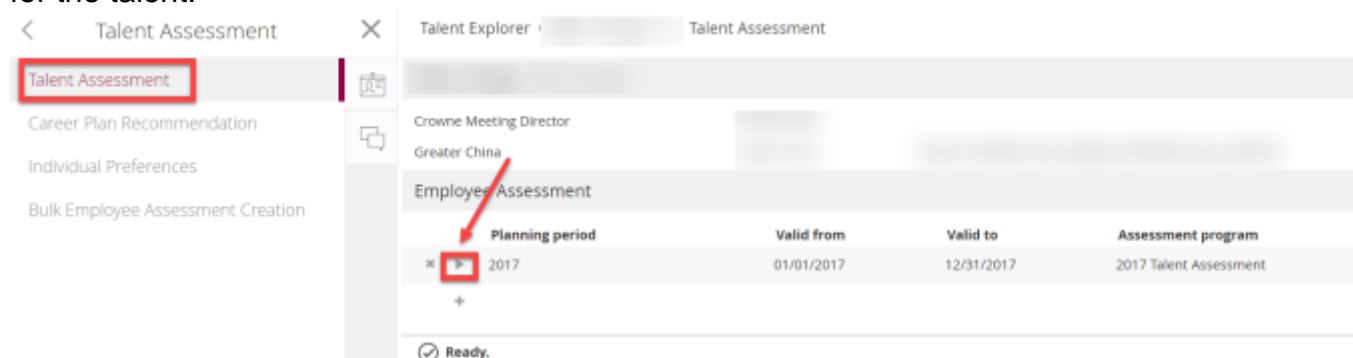
Please go to top banner bar click on 'All Talents', choose the employee from the list.



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: [User]

Manager's comments:

Save Cancel

Overall Performance Rating | Potential

Bright, Zhang (APAC/China)

IT Manager

Assessment Complete

Potential Assessment

Potential: (not specified)

Assessed on: 04/27/2017

Assessed by: [User]

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 2 | All | Filter | Search in current filter... | Adv. Search

Talent Assessment

Talent Explorer

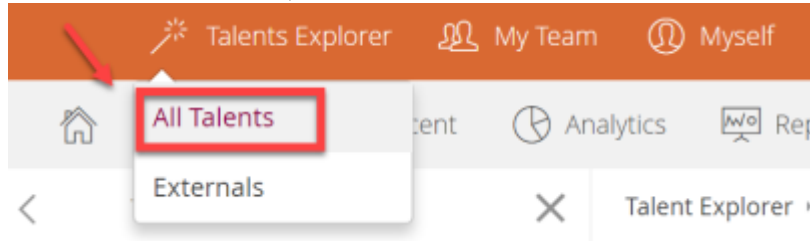
Direct > Talent Profile > Talent Assessment > Overall Performance Rating (2017 Talent A)

Next record

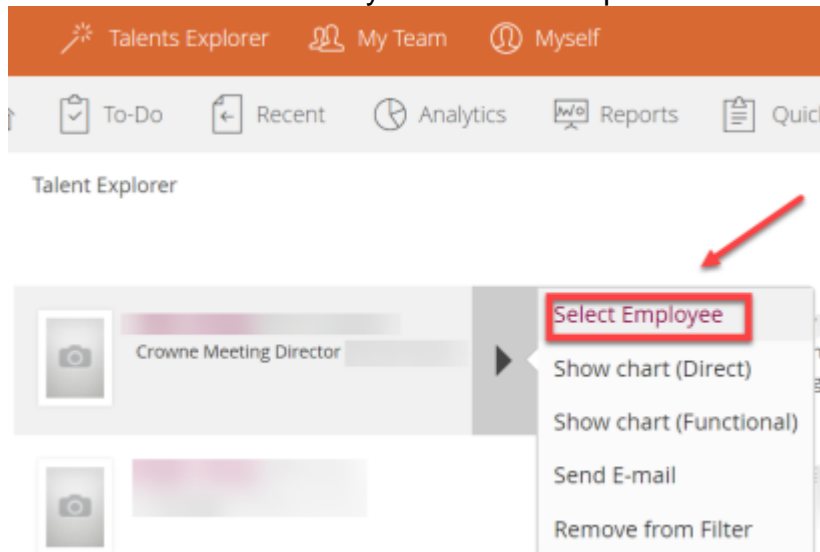
Overall Performance Rating | Potential

## Update career plan recommendations

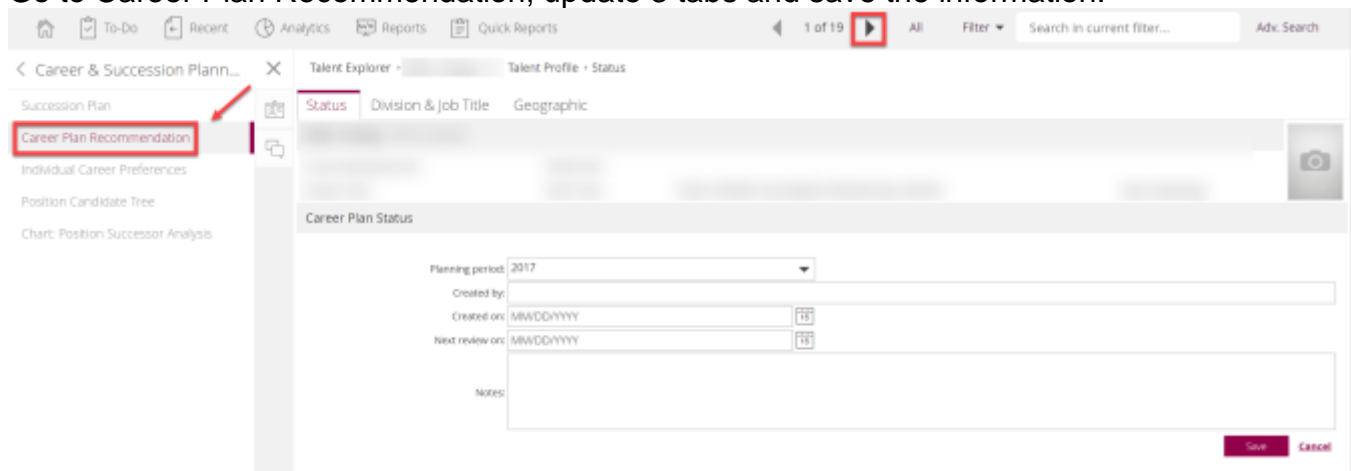
If you want to update hotel talents' career plan recommendations. Please go to top banner bar click on 'All Talents', choose the talent from the list.



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

**Division & Job Title**

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

Ready.

Crowne Plaza

No recommendation ☐ Yes ☒ No ☐

Save Cancel

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.

Update Geographic for the talent.

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

Search:  Show only recommendations: ☐ Go

**Geographic**

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

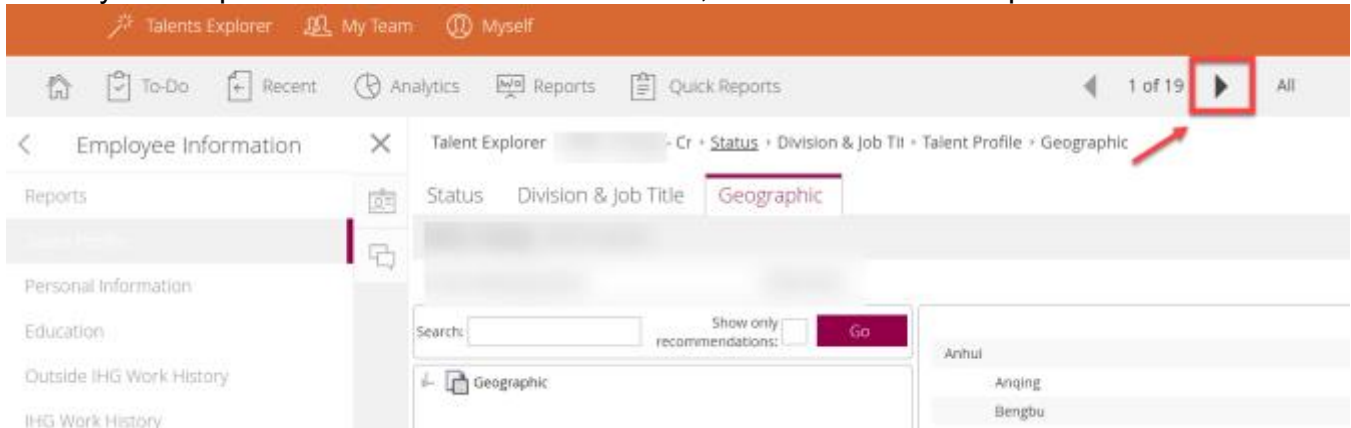
Drill down to the preferable level and select the location. Can select Provinces or Cities.

Ready.

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

Save Cancel

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



## 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.

The screenshot shows a web browser window with the URL <https://uat.atalent.com/IHG/ASP/Controller/TabSet.asp?TabSetName=tabsMssCandidates&BannerType=2&RecordType=-...>. The page displays a table of 'Hotel GM Nominated Successors'. A search window titled 'Find Person' is overlaid on the page. The search window contains the following fields:

- Name:
- Code:
- Region: (not specified)
- Sub-Region: (not specified)
- Hotel Name: (not specified)
- Function: (not specified)

A search button is located at the bottom right of the search window. A callout box points to the search button with the text 'MerlinID (NO 'APAC' as prefix)'. The search window also includes a 'Ready.' status indicator and 'Save' and 'Cancel' buttons.

#### 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.

The screenshot shows the 'Find Person' search window with the 'Organization Unit' dropdown menu open. The menu is displaying a list of hotel names. A red box highlights the 'Region' and 'Sub-Region' dropdowns, and a blue box highlights the 'Hotel Name' dropdown. The list of hotel names includes:

- CSUCH-CROWNE PLAZA CHANGSHU
- CZXWJ-HOLIDAY INN CHANGZHOU WUJIN
- HYNTZ-HOLIDAY INN TAIZHOU CMC
- KVNS-CROWNE PLAZA KUNSHAN
- NKGCP-CROWNE PLAZA YANGZHOU
- NKGGE-CROWNE PLAZA NANJING HOTEL & SUITES
- NKGHA-INTERCONTINENTAL NANJING
- NKGHI-HOLIDAY INN NANJING QINHUAI SOUTH SUITES
- NKGNJ-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

Function dropdown options:

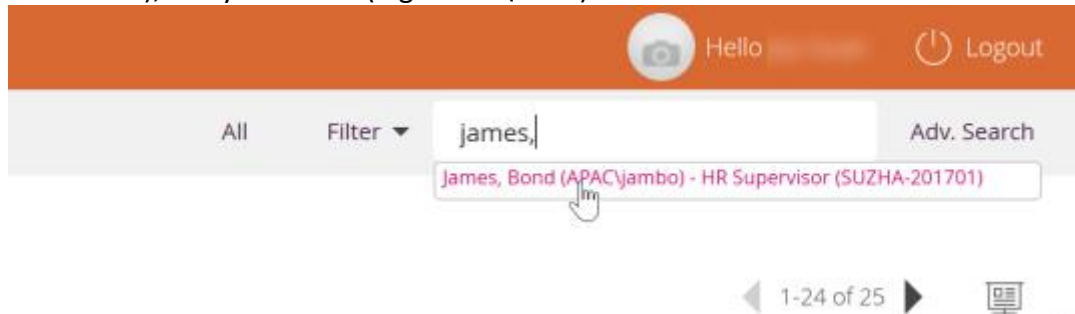
- (not specified)
- Business Development
- Engineering
- Executive Office
- Finance & Business Support
- Food & Beverage
- Holiday Inn Express
- Hotel Operations
- Human Resources
- IT/Technology
- Room
- Sales & Marketing
- Security

Ready. Search Cancel

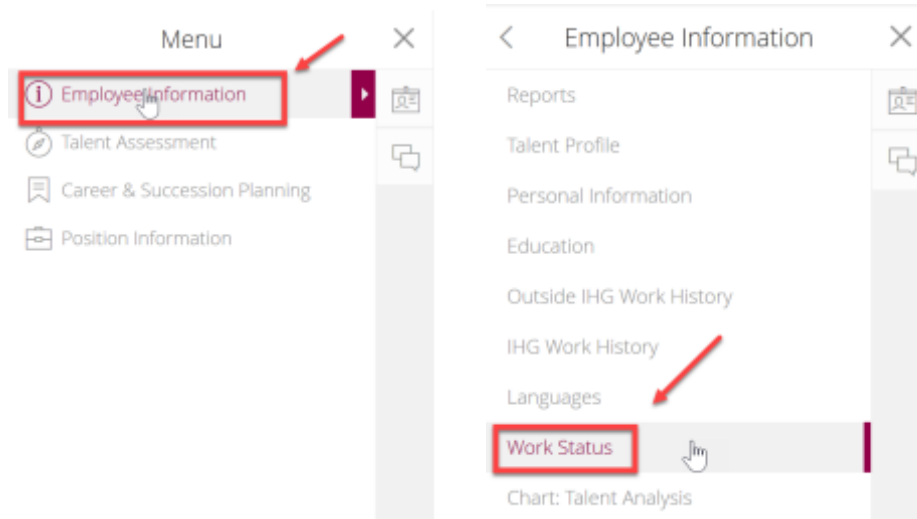
Save the changes and close the pop-up window. Repeat the steps to add successor for the next critical position.

## 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.

Talent Explorer > James, Bond > HR > Position Band > Critical Role Man > Position Respoer > Unassign > Work Status

Work Status

James, Bond (APAC\jambo)

Work Status

Date hired: MM/DD/YYYY

Initial source type: (not specified)

Initial source:

Expected leaving status: (not specified)

Expected return status: (not specified)

Employee status: Active

Last changed on: (not specified)

Actual leaving date: MM/DD/YYYY

Returns:

Expected return date: MM/DD/YYYY

Actual return date: MM/DD/YYYY

Notes:

Canceling Save Cancel



## 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 shows the IHG Talent Explorer interface. The top navigation bar includes 'Talent Explorer', 'My Team', and 'Myself'. The left sidebar has a 'Position Information' tab selected, with a sub-menu showing 'Position Info' highlighted. The main content area displays 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.

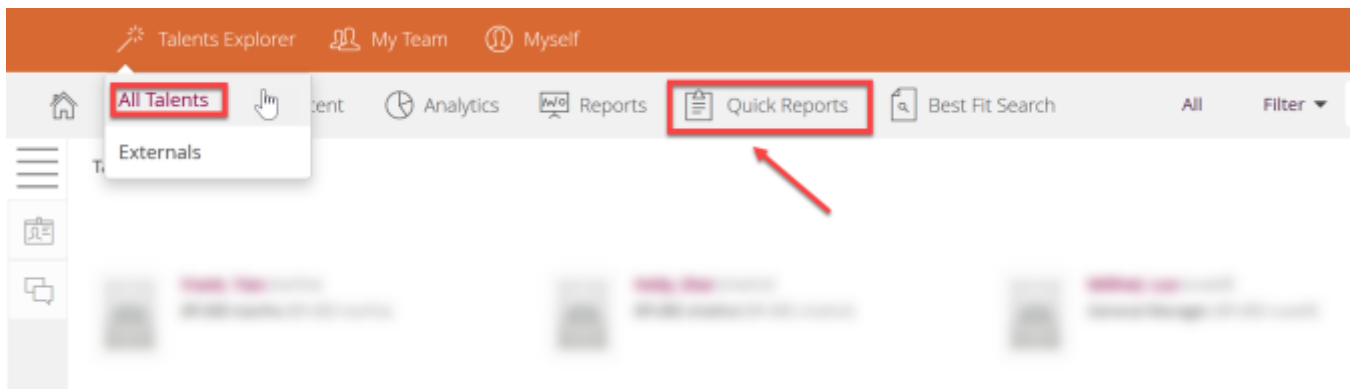
Business unit		Division & Job Title	
Region:	Greater China	Function:	Food & Beverage
Sub-Region:	East China	IHG Job Title:	Executive Chef
Hotel Name:		Brand:	(not specified)

Save Cancel

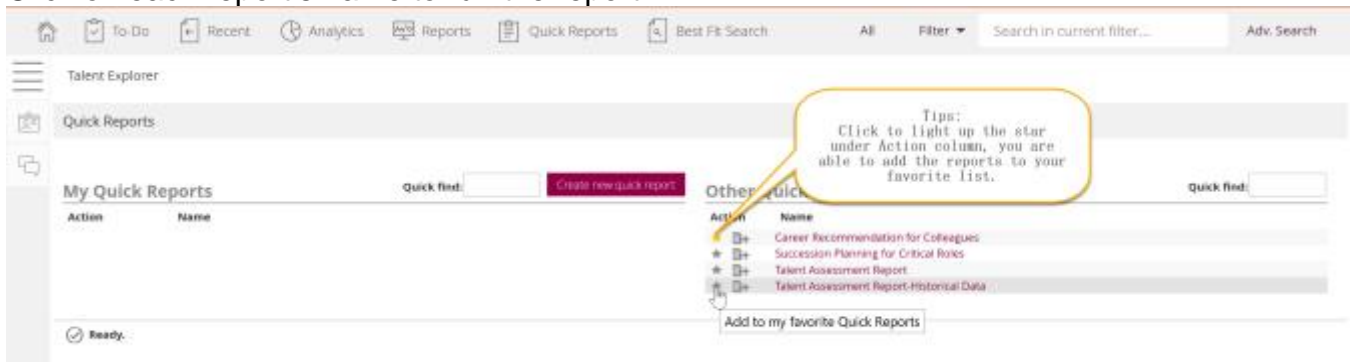
## Use quick reports

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.

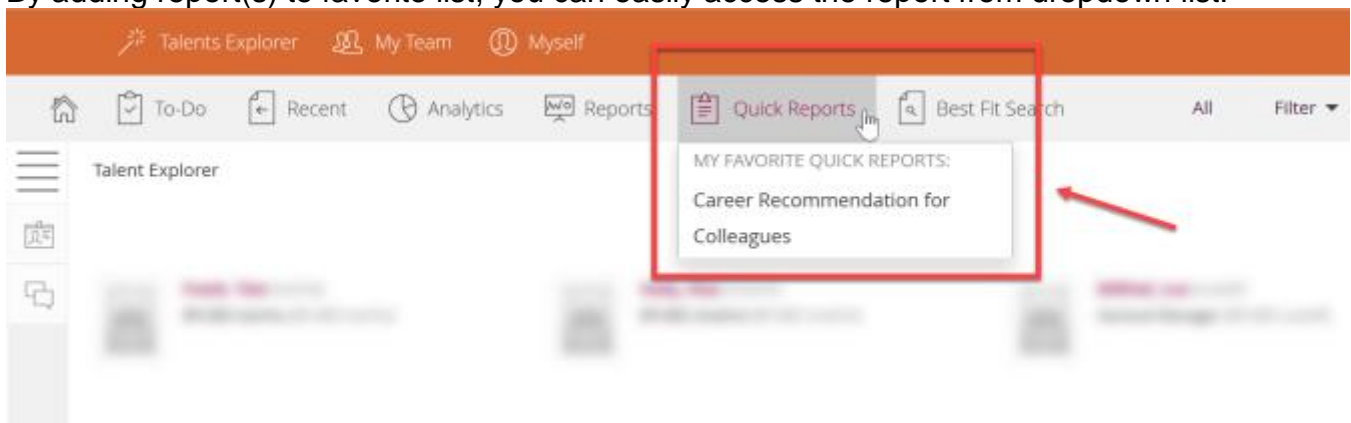
1. Talent Assessment Report
2. Talent Assessment Report-Historical Data
3. Succession Planning for Critical Roles
4. Career Recommendation for Colleagues



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 Name	Employee ID	Employee Name	Job	Manager	Employee	State	Start Date	End Date	Employee Name	Employee ID	Employee Name	Job	Manager	Employee	State	Start Date	End Date

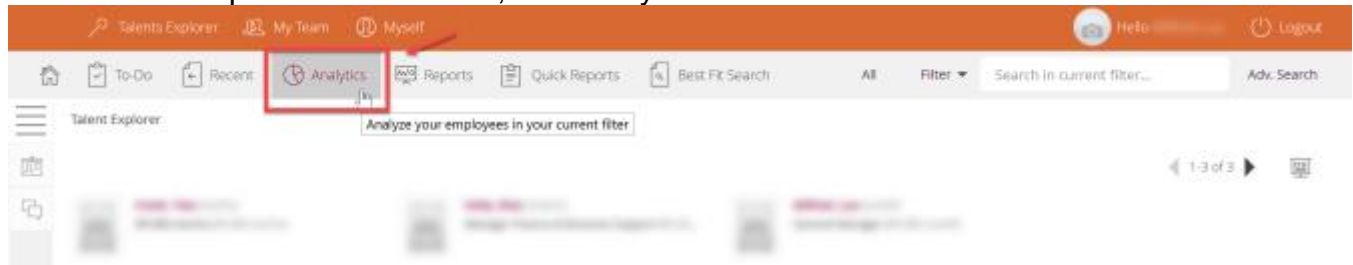
Page 1 of 1 (3 items) | 1 | 2 | 3

Show Filter

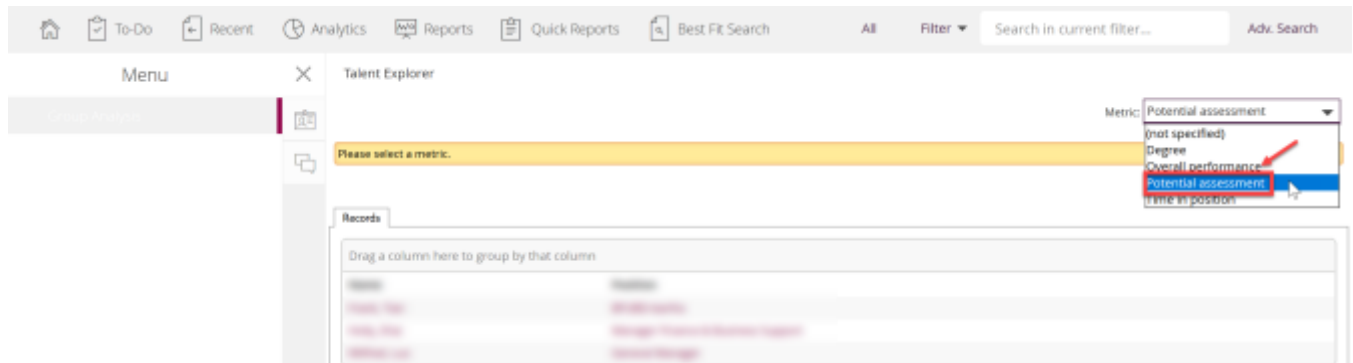
Export to PDF Export to Excel Export to Word Save

## Use analytics (9 Grid)

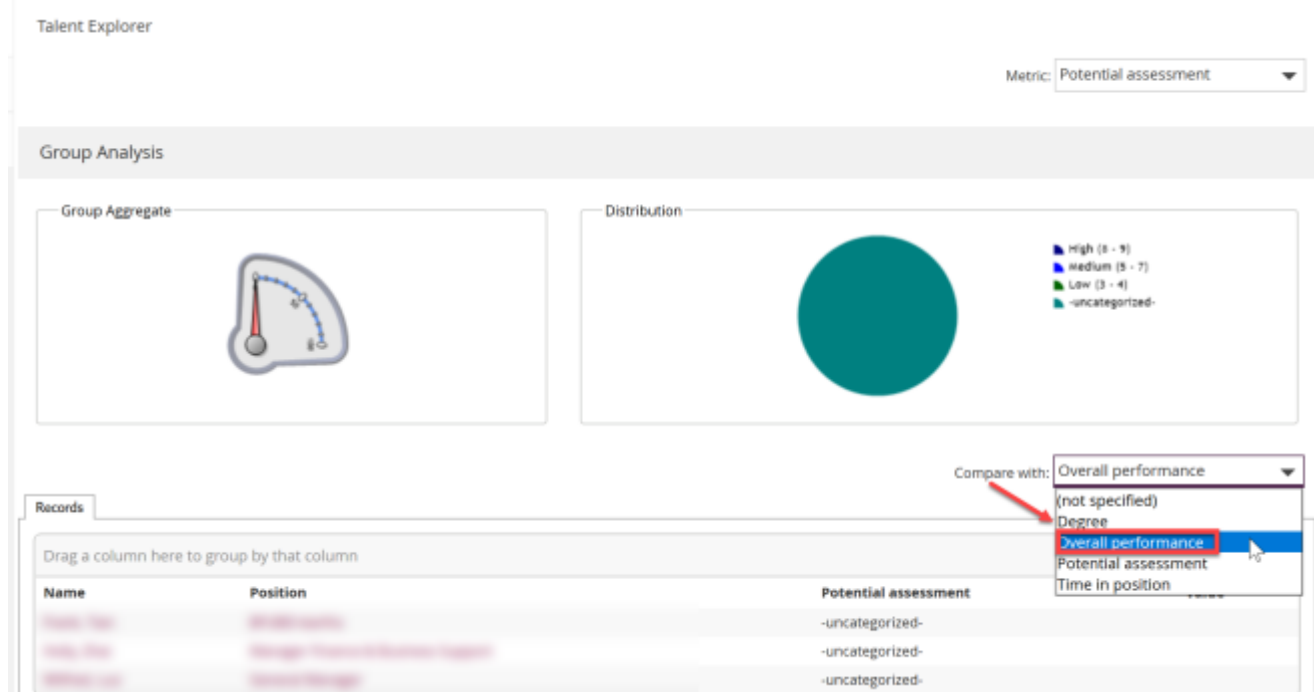
Go to Talent Explorer > All Talents, find Analytics from the banner bar.



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

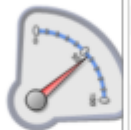
Name	Position	Potential assessment	Overall performance	Value
John Doe	Executive Chef	-uncategorized-	-uncategorized-	
John Doe	Manager Finance & Business	-uncategorized-	-uncategorized-	
John Doe	Support Manager	-uncategorized-	-uncategorized-	

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

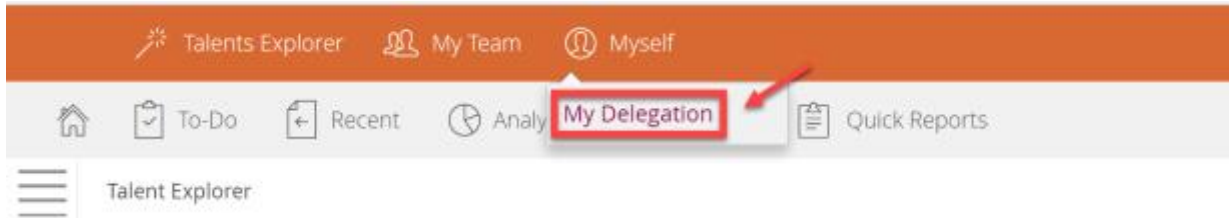
Name	Position
John Doe	Executive Chef
John Doe	Manager Finance & Business
John Doe	Support Manager
John Doe	Director of Spa
John Doe	Assistant Human Resources Manager
John Doe	Chief Engineer
John Doe	Security Manager
John Doe	Marketing Manager
John Doe	Executive Chinese Chef

Page 1 of 3 (17 records)

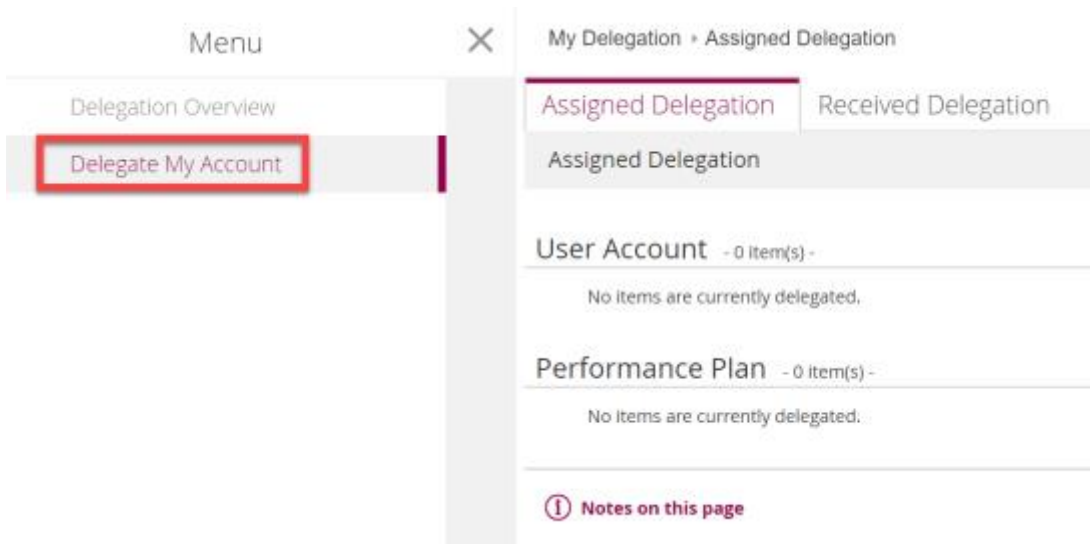
	1 - 2.5	3 - 3.5	4 - 5
High (8 - 9)	0	2	0
Medium (5 - 7)	0	17	0
Low (3 - 4)	0	0	0

## Delegate account to others

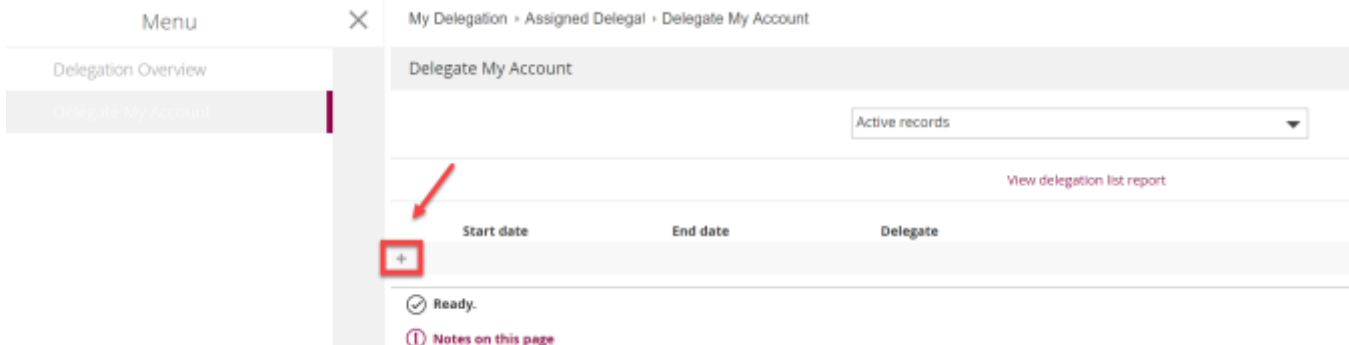
Put your mouse on 'Myself' and click 'My Delegation', go to delegation page.



Expand the left menu and select 'Delegate My Account'. 展开菜单，选择‘授权我的账户’。



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



Search and find the user that will receive your delegation.

Delegate My Account

Active records

View delegation list report

Start date	End date	Delegate	Reason	Inactive

Start date: 04/27/2017

End date: MM/DD/YYYY

Delegated to:

Reason: (not specified)

Find User - Google Chrome

Secure

Find User

Employee

Name:

Organization Unit

User Name

User (begins):

(contains):

Only direct hierarchy: ☒

Only in my department: ☐

Search

Cancel

Ready.

Notes on this page

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

Start date: 04/27/2017

End date: 04/30/2017

Delegated to: APAC

Reason: (not specified)

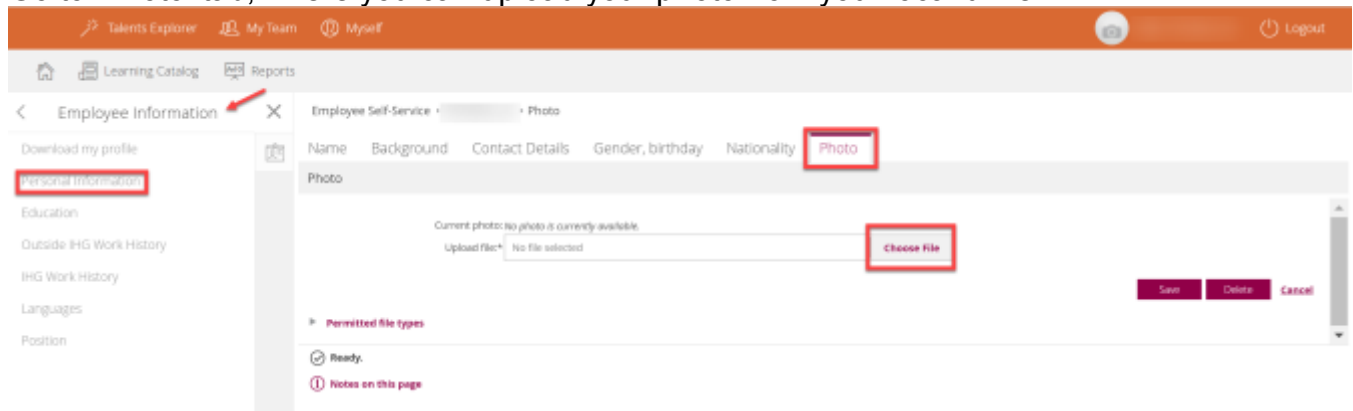
Notes:

Save

Cancel

## 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.





## Support Information

### Technical Support:

- Help desk Hotline: +86 21 8039 9259
- Email: [support@atalent.com](mailto:support@atalent.com)
- WeChat:



### Contact Persons in IHG Support Centre:

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