

Greater China Winning Talent System How-to Guide for Employees

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.



*IHG® Rewards Club not applicable to Kimpton® Hotels & Restaurants; to be included at a future date.

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'. A user profile picture and 'Manage my profile' link are on the right. Below the navigation bar is a search bar labeled 'Search Merlin' and a 'Select Language' dropdown. 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 'Category' filter with options like '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 portal. It features a horizontal navigation bar with tabs for 'Applications', 'Departments', 'Teamspace', 'Initiatives', and 'Contacts'. Below the navigation bar, 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!


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' page in the IHG system. The header is orange with 'Myself' and 'Logout' links. The left sidebar has a 'Reports' link and a menu icon. The main content area shows a user profile for 'Director of Human Resources' with a 'Date of birth' field. A 'Profile completion' bar is at the top right. Below the profile, there are three expandable sections: 'Languages', 'Education', and 'Work Experience'. Each section has a pencil icon for editing and a message indicating no data is available. The 'Work Experience' section is further divided into 'Internal Work History', 'External Work History', and 'IHG Background', all with similar 'no data available' messages.

Myself Help Logout

Reports


Employee Self-Service

 **Director of Human Resources** 12/12/2020


Date of birth: 08

Profile completion: 100%


Languages ✓


 **Languages**
There is no language information available.


Education !

 **Education**
There is no higher education available.

Work Experience !

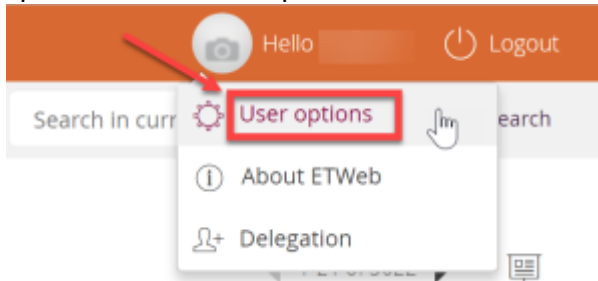
 **Internal Work History**
There is no internal work history available.

 **External Work History**
There is no external work history available.

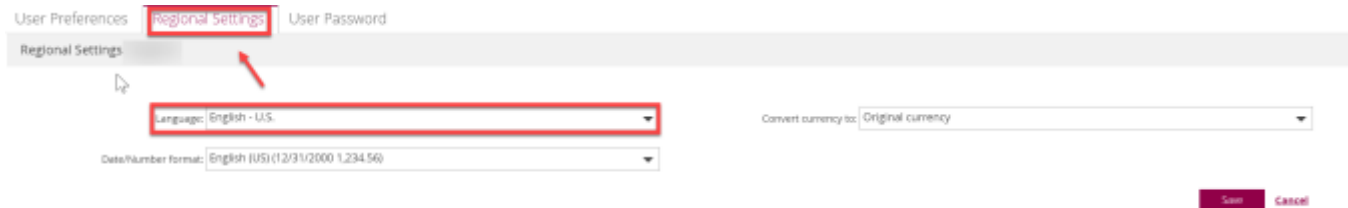
 **IHG Background**
[No Data Available]

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.

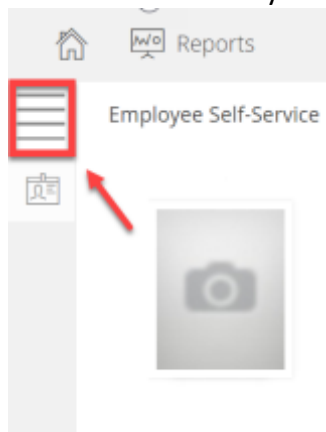


Go to tab 'Regional Settings', choose the language, save the change made.

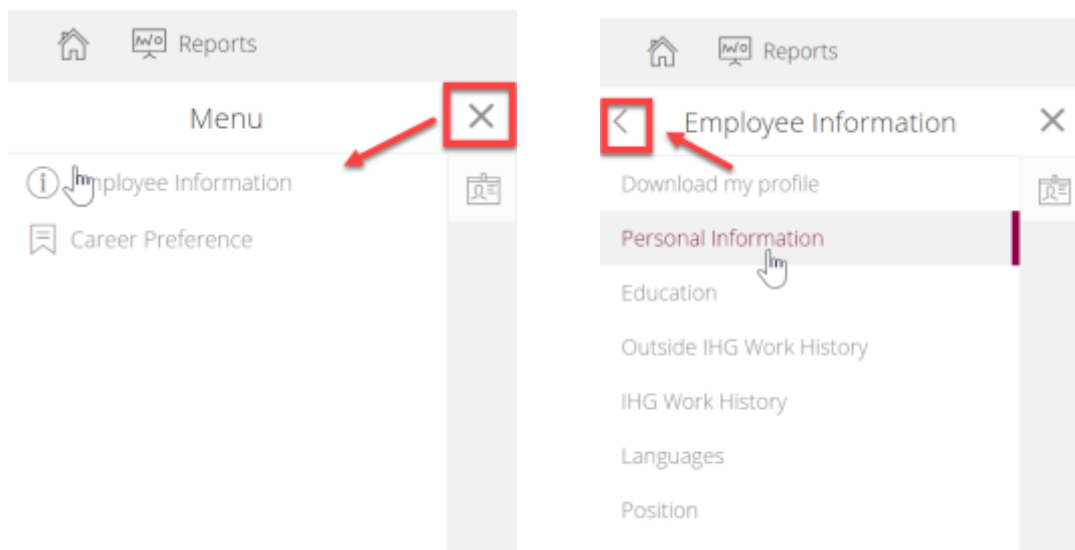


Explore left menu

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

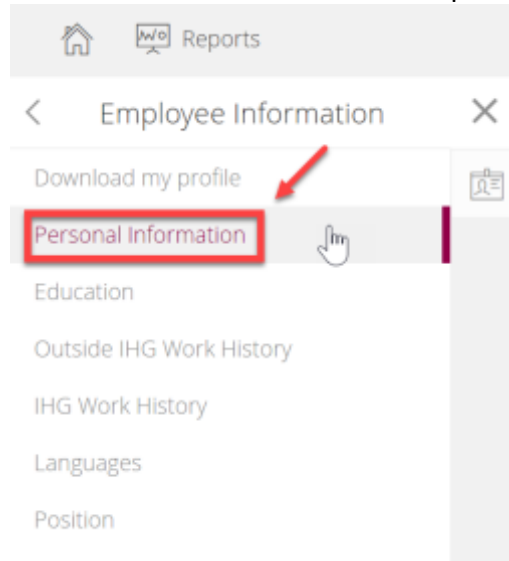


Open left menu, and click on each item to go to its sub-menu. Or you can click 'X' to collapse the menu, click on back arrow to go back to main menu)



Update your talent profile

Click level 1 menu and select 'Employee Information', then go to level 2 menu, select 'Personal Information'. You will be able to 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 mark (*) are mandatory.

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

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.

You also 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.

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

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

The screenshot shows the 'External Work History' form within the Employee Self-Service portal. The left sidebar contains a navigation menu with 'Employee Information' selected. The main content area has a breadcrumb trail: 'Employee Self-Service > Nationality > Gender, birthday > Photo > Education > Outside IHG Work History'. Below the breadcrumb is a table header for 'External Work History' with columns: 'Start date', 'End date', 'Position', 'Company', 'Area of responsibility', and 'International experience'. An 'Add new' button is located below the table. The form fields include: 'Start date' (MM/DD/YYYY), 'End date' (MM/DD/YYYY), 'Position*', 'Company', 'International experience', and 'Key Achievements'. There are 'Save' and 'Cancel' buttons at the bottom right.

Choose your language and update language proficiency on Language page.

The screenshot shows the 'Languages' page within the Employee Self-Service portal. The left sidebar contains a navigation menu with 'Employee Information' selected. The main content area has a breadcrumb trail: 'Employee Self-Service > Gender, birthday > Photo > Education > Outside IHG Work History > Languages'. Below the breadcrumb is a table header for 'Languages' with columns: 'Language', 'Proficiency', and 'Native language'. The table shows 'English' as the selected language with 'Fluent' proficiency. A dropdown menu for 'Language' is open, showing options: 'English', '(not specified)', 'Chinese (Cantonese)', 'Chinese (Mandarin)', 'Dutch', 'English' (highlighted), 'French', 'German', 'Italian', 'Japanese', 'Korean', 'Portuguese', 'Russian', 'Spanish', and 'Others'. The 'Proficiency' dropdown is set to 'Fluent'. There are 'Save', 'Delete', and 'Cancel' buttons at the bottom right. A 'Ready' status indicator and 'Related files' section are visible on the left side of the form.

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 / add 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 manager or relevant supervisors.

Note that there's dependency between Region / Sub-Region / Hotel Name; Function / IHG Job Title / Brand. The upper level field needs to be filled in first, then you are able to 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

If you want to update your 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.

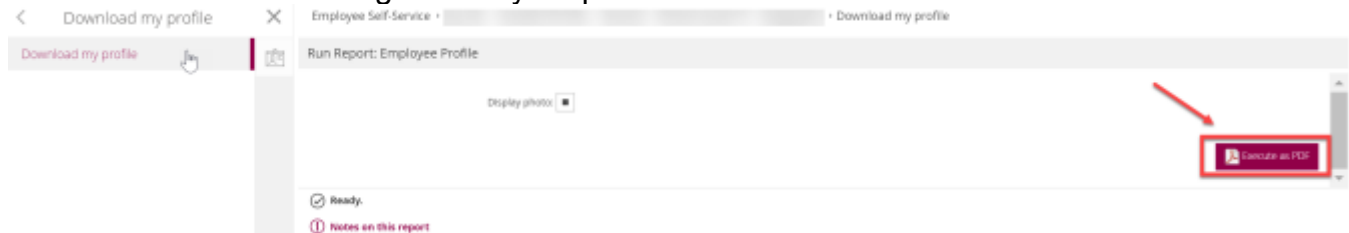
Update Geographic preference, same as what you have done with 'Division & Job Title' preference.

	No preference	Yes	No
Guangdong	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Chaozhou	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dongguan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foshan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Guangzhou	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Heyuan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Huizhou	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jiangmen	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Jieyang	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maoming	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meizhou	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.



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