

Greater China Winning Talent System How to Guide for Hotel HR Leaders

This guide will explain how to:

- Login
- View All Critical Positions within Hotel
- Explore Menu
- Receive Delegation from GM
- De-activate an Employee
- Employee Transfer (Within IHG Hotels)
- 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.

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

winning talent
Clear keyword search

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 >

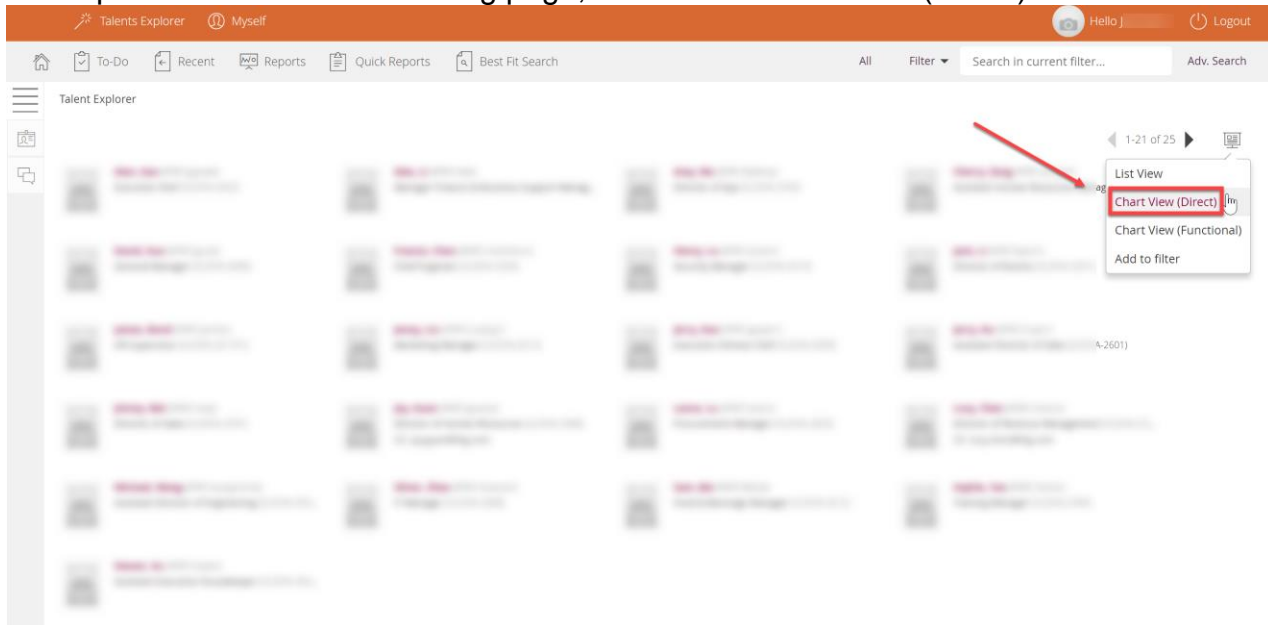
Greater China Winning... PeopleSoft Performance Management BRAVO Global... People Tools for...

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

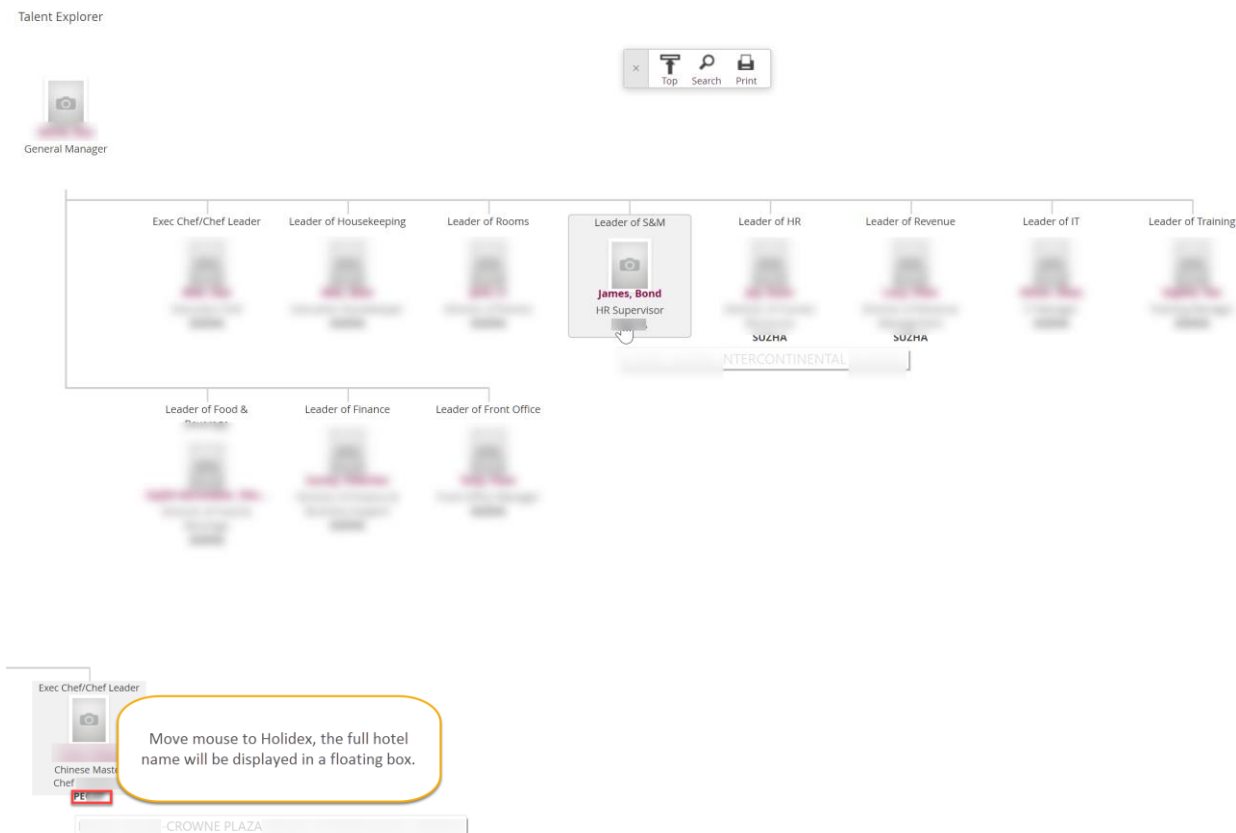
Dear colleague, it is the first time you access Greater China Winning Talent System. We are creating a new user-account for you and it takes some time. Pls. re-log in to the system after 2 hours, your account will be ready for you. Thank you!

View all critical positions within hotel

After you log into Winning Talent System, you will see all the talents under your hotel. Click view option list button from landing page, and select 'Chart View (Direct)'.

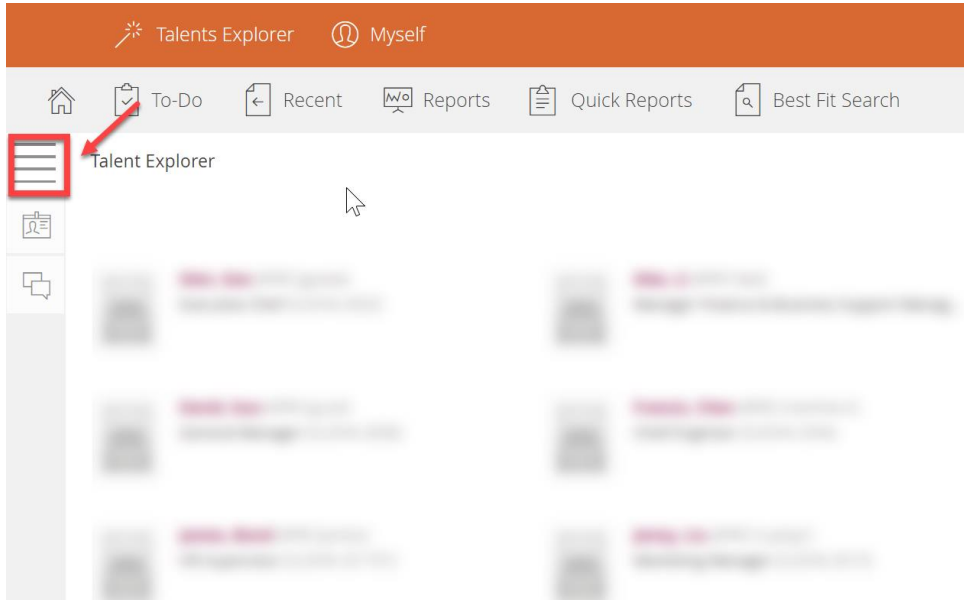


You will see all the critical positions within your hotel.

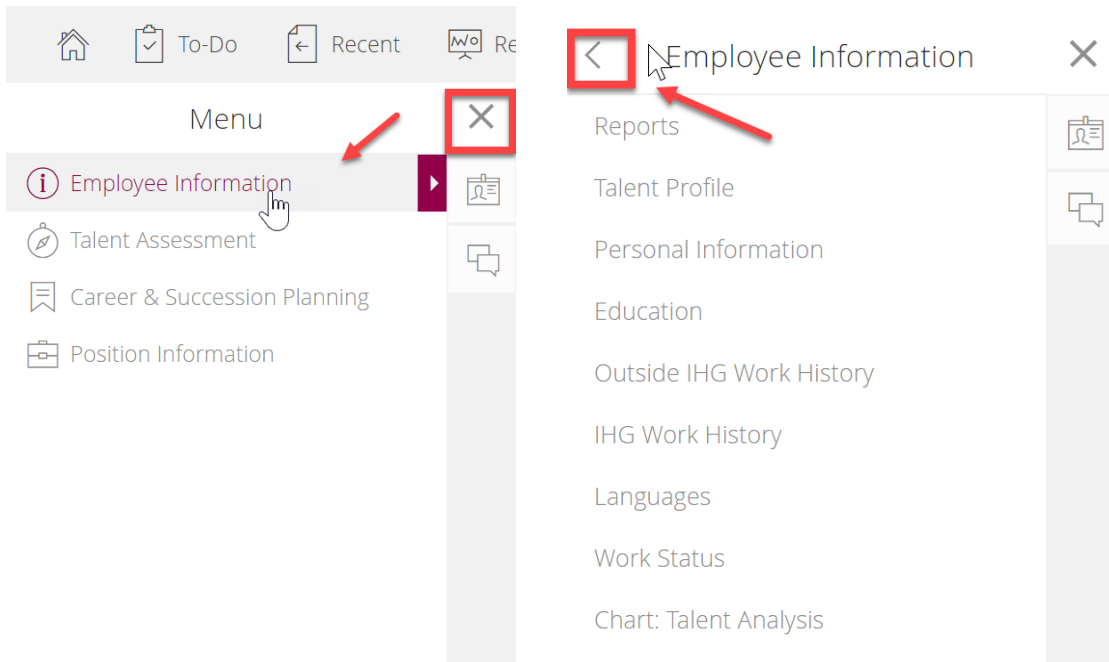


Explore Menu

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

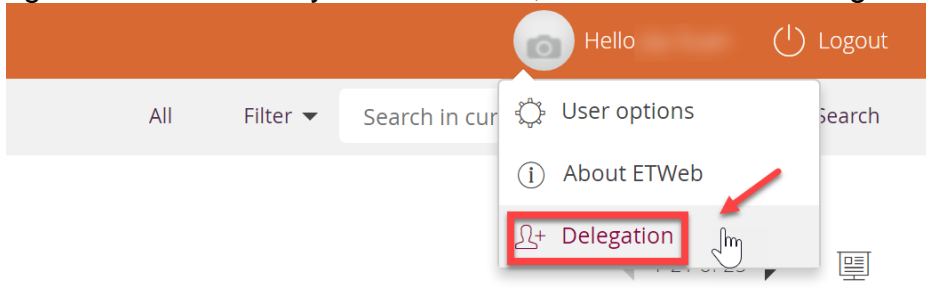


Open left menu, and click on each item to go to its sub-menu. Or you can click 'X' to collapse the menu, click on back arrow to go back to main menu)

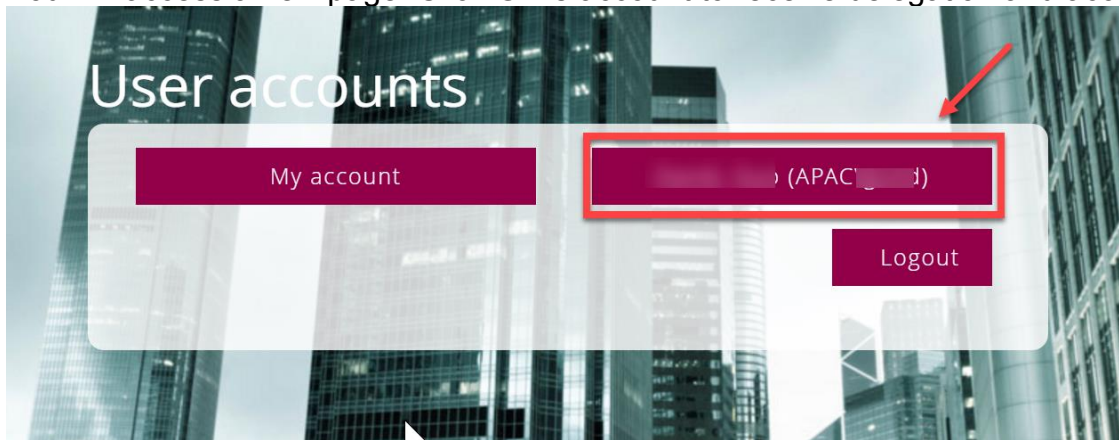


Receive delegation from GM

If your Hotel GM delegates his or her account to you, you can move mouse to top banner bar, right corner and over your user name, and then select 'Delegation' from dropdown list.



You will access a new page. Click GM's account to receive delegation and access GM's view.



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.

Search results for 'james,':

- James, Bond (APAC\jambo) - HR Supervisor (SUZHA-201701)

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

Menu:

- Employee Information
- Talent Assessment
- Career & Succession Planning
- Position Information

Employee Information:

- Reports
- Talent Profile
- Personal Information
- Education
- Outside IHG Work History
- IHG Work History
- Languages
- Work Status
- Chart: Talent Analysis

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

Talent Explorer > James, Bond - HI > Position Band > Critical Role Man > Position Respon: > 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:

Spelling Save Cancel

Employee transfer (within 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 'Talents Explorer', 'My Team', and 'Myself'. The left sidebar has a 'Position Information' tab selected, with a sub-menu containing 'Position Info' (highlighted with a red box), 'Critical Role Management', 'Supervisor', 'Subordinates', and 'Unassign'. 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

Ready.

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