

WinningTalent Hotel HR How to guide

This guide will explain how to:

- Login
- View All Critical Positions within Hotel
- Explore Left 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.



Step 1 – 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

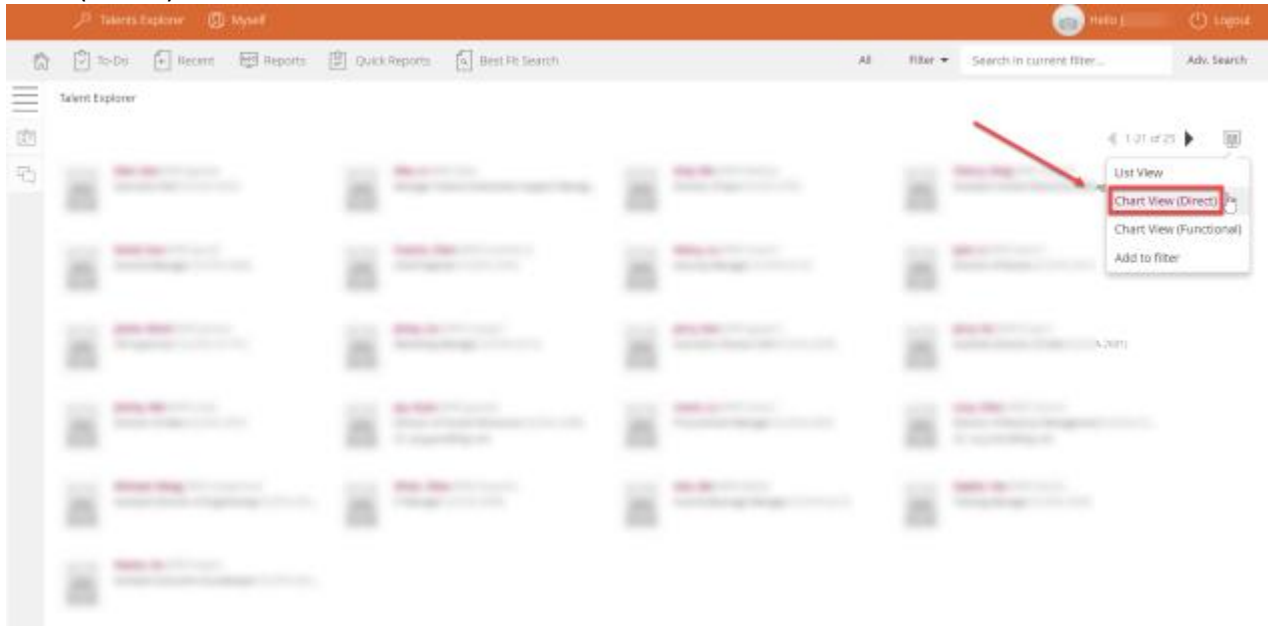
The screenshot shows the 'My Favourites' section of the Merlin portal. It features a horizontal navigation bar with tabs for 'Applications', 'Departments', 'Teamspaces', 'Initiatives', and 'Contacts'. Below the navigation bar, there's a 'Browse all applications' link and a 'Popular Applications' button. 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.

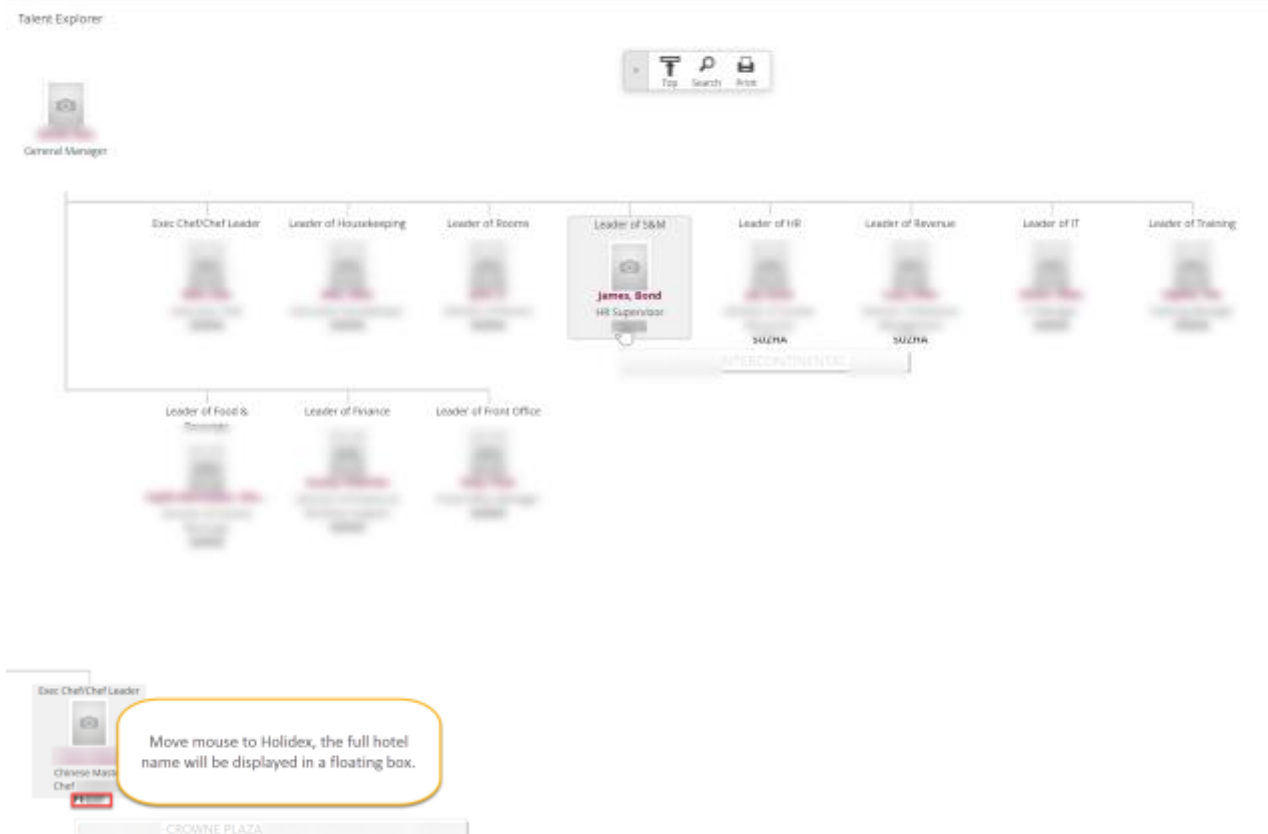
Dear colleague, it is the first time you access Greater China Winning Talent System. We are creating a new user-account for you and it takes some time. Pls. re-log in to the system after 2 hours, your account will be ready for you. Thank you!

Step 2 – View all critical positions within hotel

After you log onto WinningTalent, click view option list button from landing page, and select 'Chart View (Direct)'.

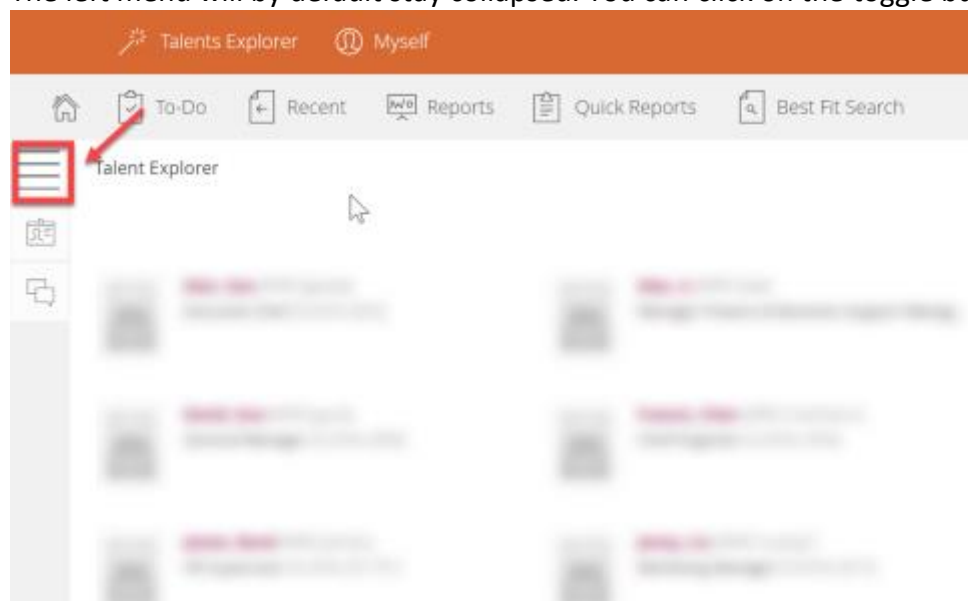


You will see all the critical positions within your hotel.

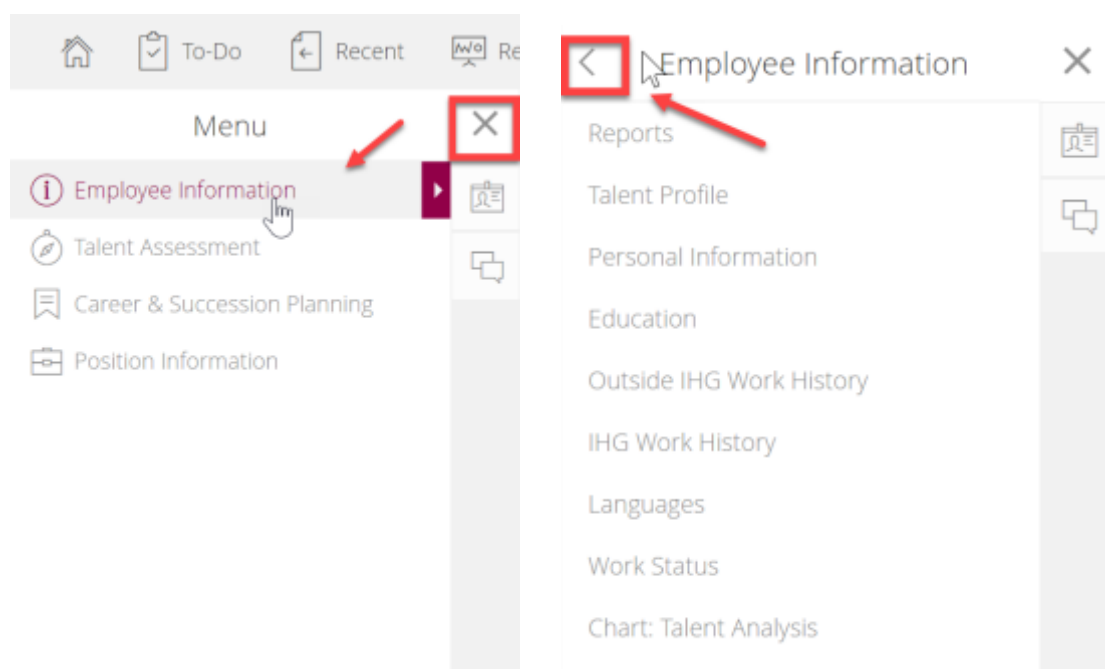


Step 3 – Explore left menu

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

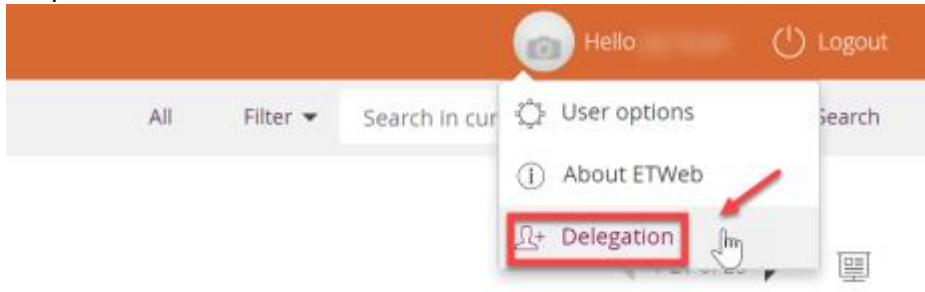


Open left menu, and click on each item to go to its sub-menu. Or you can click 'X' to collapse the menu, click on back arrow to go back to main menu)



Step 4 – Receive delegation from GM

Move mouse to top banner bar, right corner and over your user name. Select 'Delegation' from dropdown list.



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



Step 5 - 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.

The screenshot shows a search bar with the text 'james,'. Below the search bar, a dropdown menu displays the search result: 'James, Bond (APAC\jambo) - HR Supervisor (SUZHA-201701)'. A mouse cursor is pointing at this result. Above the search bar, there is a navigation bar with 'Hello' and a 'Logout' button. Below the search bar, there are 'All' and 'Filter' buttons, and a pagination indicator '1-24 of 25'.

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

The screenshot shows the 'Employee Information' menu. The 'Work Status' option is highlighted with a red box and a red arrow. Other options in the menu include 'Reports', 'Talent Profile', 'Personal Information', 'Education', 'Outside IHG Work History', 'IHG Work History', 'Languages', and 'Chart: Talent Analysis'.

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

The screenshot shows the 'Work Status' tab for James, Bond. The 'Employee status' dropdown menu is open, showing 'Active' as the current status and 'Inactive' as the selected status. Other fields include 'Last changed on', 'Expected leaving date', 'Actual leaving date', 'Return', 'Expected return date', and 'Actual return date'. A 'Notes' field is also present at the bottom. Buttons for 'Spelling', 'Save', and 'Cancel' are at the bottom right.

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 'Talent Explorer', 'My Team', and 'Myself'. The left sidebar shows 'Position Information' selected. The main content area displays the 'Organization Assignment' tab for a specific employee. The 'Business unit' section includes dropdowns for 'Region' (Greater China), 'Sub-Region' (East China), and 'Hotel Name'. The 'Division & Job Title' section includes dropdowns for 'Function' (Food & Beverage), 'IHG Job Title' (Executive Chef), and 'Brand' (not specified). A red box highlights the 'Sub-Region' and 'Hotel Name' dropdowns, and a red arrow points to the 'Save' button.

Support Information

Technical Support:

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



Contact Persons in IHG Support Centre:

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