



# Talent Management

## START NOW!

*Once all your Team Members are connected to INES...*

### 1 REACH YOUR HOTEL OR ORGANIZATION PAGE

EXPAND "MY ADMIN ACTIONS" >>  
SELECT YOUR HOTEL UNDER  
"MY HOTEL(S)/ORGANIZATION(S)"

### 2 ADD THE ORGANIZATION' EXECUTIVES

PERSON WITH CONFIDENTIALITY  
REQUIREMENTS, SUCH AS EXECUTIVE  
COMMITTEE MEMBER

### 3 CLICK ON 'MANAGE SERVICES' IN TALENT MANAGEMENT FOR PROFESSIONAL LEADERS & ABOVE

The screenshot displays the INES Talent Management interface. On the left, the 'Management of Services' section shows a list of executives, with 'EXECUTIVE' highlighted and a search bar. On the right, the 'My Admin Actions' menu is expanded, showing 'My Hotel(s)/Organization(s)' and 'IBIS MUMBAI THANE'. A red box highlights the 'Manage Services' button in the 'Talent Management for Professional Leaders & Above' section. A red box also highlights the 'Manage Services' button in the 'Feedback for Development' section.

### *What is a 'Talent Management Specialist'?*

User who is able to manage both Performance Management administration (add new goals in template library, create new Performance Document...) & Talent Review administration (create Talent Review meetings and add participants, create and manage Succession Plans and Talent Pools).

### *What if I need to assign myself as a Talent Management Specialist?*

You have to ask the INES Admin to select you as a Talent Management Specialist.

*If you have any issue...*

Please contact INES Support: [ines-helpdesk.freshdesk.com](mailto:ines-helpdesk.freshdesk.com)





# HOTELS

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SELECT THE TALENT MANAGEMENT SPECIALIST(S)

## Talent Management for Professional Leaders & Above

SUBSCRIBED

The full Talent Management service for Professional Leaders and above (HODs and above) will help you effectively and proactively evaluate, develop and retain top talent. It includes Performance Management: to continuously track performance through feedback and regular check points and manage development plan. It also includes Talent Review: to support the retention of top talent and foster internal mobility.

### Specific Roles

#### Talent Management Specialist

Employee in the Talent & Culture team who will manage and administer tasks on performance documents, talent review and succession plans.

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Hugh GRANT

Louis INDIA DEUX

Marie INDIA DEUX

Tom INDIA DEUX

#### Management of Services

GENERAL MANAGER:	
Emile ASPAC	
EXECUTIVE	
Manage	

INES ADMINISTRATOR	
Manage	
SCOPE MANAGEMENT	
Manage	

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T&C Scope Global:

Access T&C data for everyone into your business unit and below

T&C Scope Executive Below:

Access T&C data for employees (excluding any Executive) in your business unit and everyone sitting below your business unit

T&C Scope Non Executive:

Access T&C data for employee into your business unit and below excluding any Executive

Tom INDIA DEUX

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INDICATE THE SCOPE OF THE TALENT MANAGEMENT SPECIALIST(S)

EXPAND "SCOPE MANAGEMENT" UNDER "MANAGEMENT OF SERVICES"

*Which scope should I apply to the Talent Management Specialist(s)?*

DOES YOUR HOTEL INCLUDE EXECUTIVES?

NO

YES

SHOULD THE TALENT MANAGEMENT SPECIALIST SEE THEM?

YES

NO

T&C Scope Global:

Access T&C data for everyone into your business unit and below.

T&C Scope Executive Below:

Access T&C data for everyone below your business unit and only Executives sitting below your business unit.

T&C Scope Non Executive:

Access T&C data for employee into your business unit and below excluding any Executive.

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