
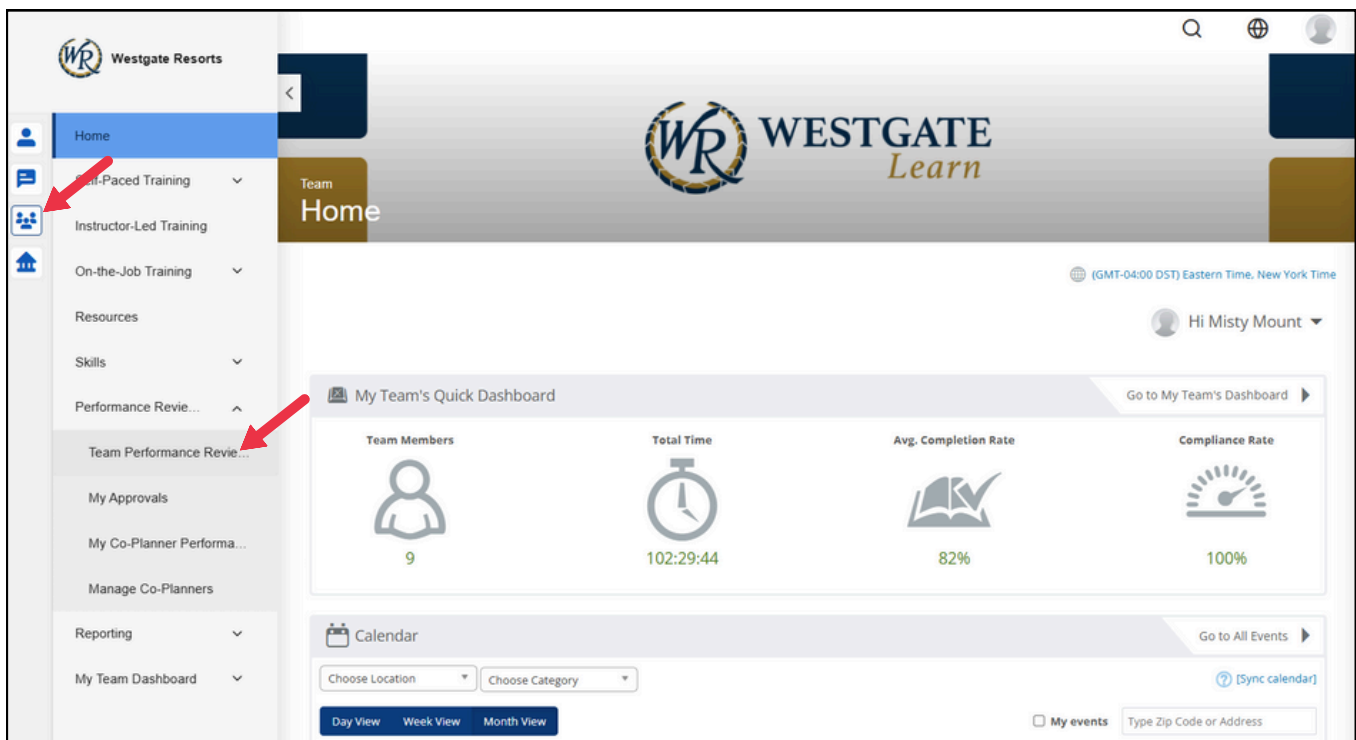




How to Submit a Performance Eval for a Non-Exempt Direct Report

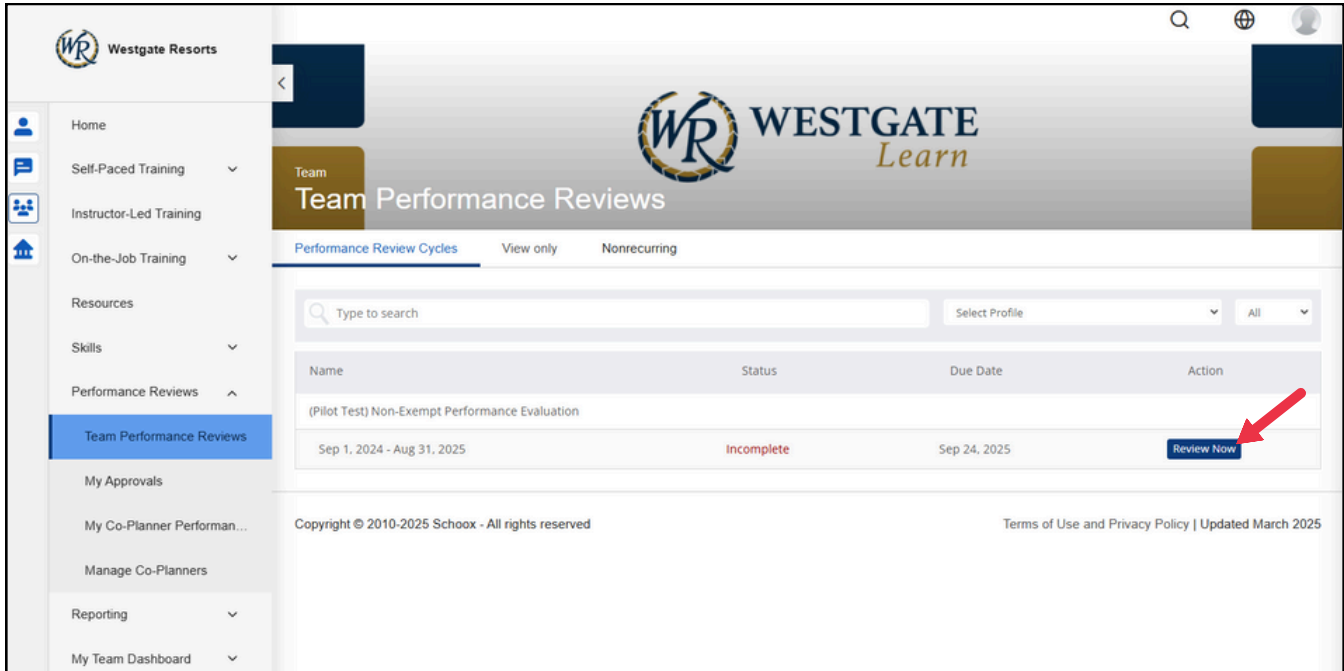
1. Click the  icon on the left side of your Westgate Learn application window to reach the **Team View**.
2. From the Menu, click **Performance Reviews** and then **Team Performance Reviews**.



Continued on next page.

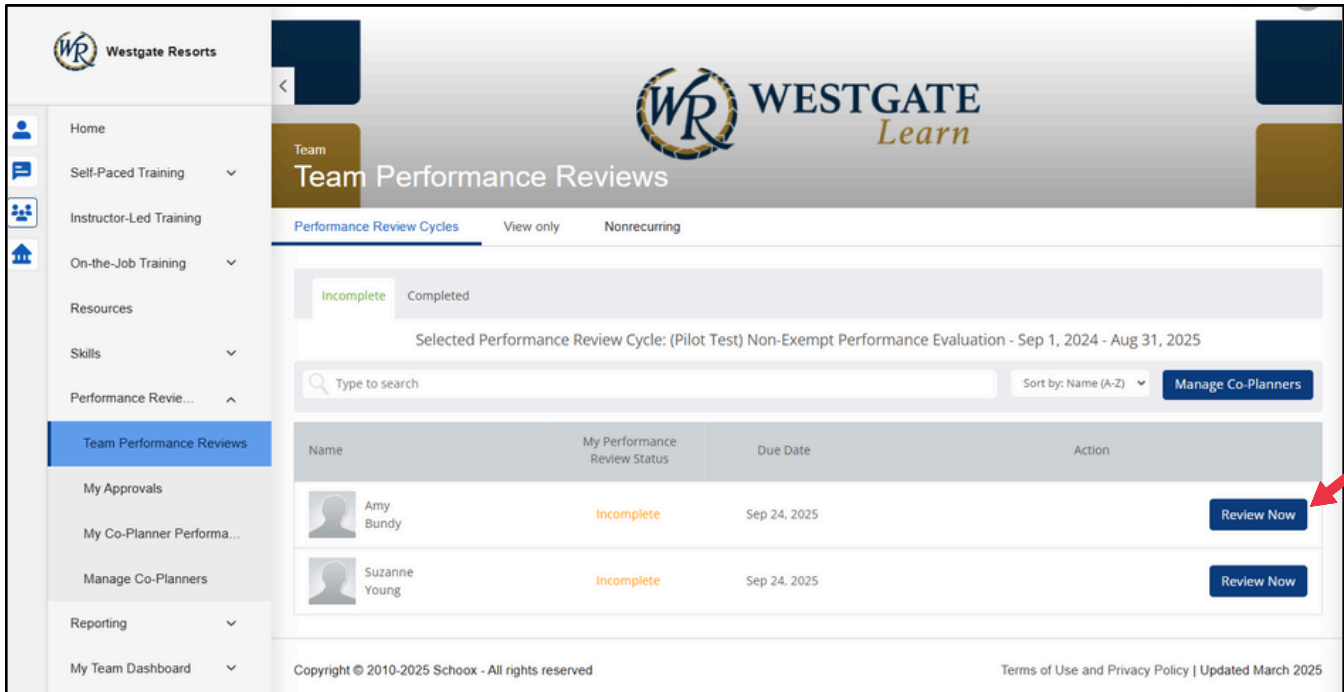
In the **Performance Review Cycles** tab, click **Review Now**.

- *Note: You may see multiple evaluation types here if you have both exempt and non-exempt direct reports.*



Name	Status	Due Date	Action
(Pilot Test) Non-Exempt Performance Evaluation	Incomplete	Sep 24, 2025	Review Now

- You can view the status of **Incomplete** and **Complete** performance evaluations.
- Click **Review Now** to open the Team Member's evaluation.



Name	My Performance Review Status	Due Date	Action
Amy Bundy	Incomplete	Sep 24, 2025	Review Now
Suzanne Young	Incomplete	Sep 24, 2025	Review Now

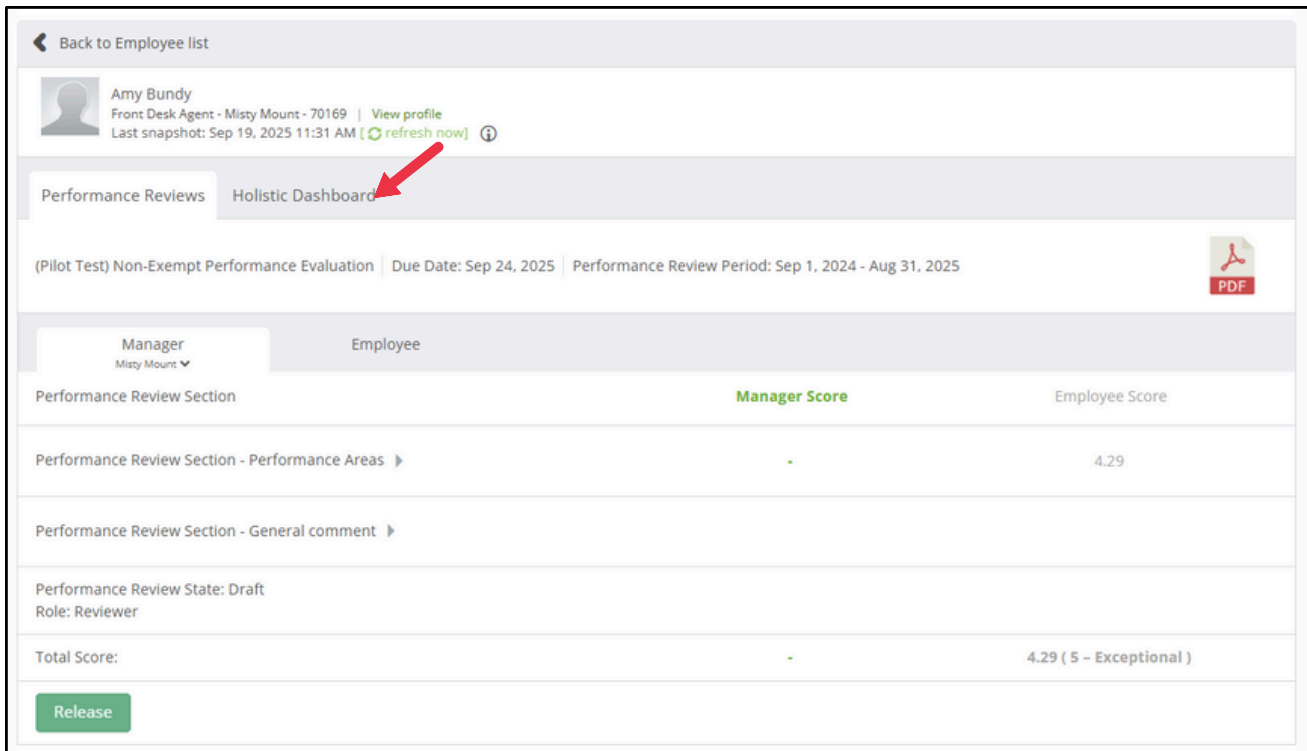


Note: You have the option to add a **Co-Planner (up to 3) who can assist in the performance evaluation process by contributing valuable insights. They'll receive a performance evaluation form, and the reviewer can see what they wrote after it's done. A co-planner may be added if:*

- *The Team Member being reviewed reports to multiple leaders.*
- *The Team Member was recently transferred and spent part of the review period reporting to a different leader.*

You can find more information about the Co-Planner function in our Co-Planner Quick Reference Guide at <https://lobby.wgresorts.com/digital-performance-evaluations/>.


- Your direct report's **Evaluation Profile** will open.
- You can click **Holistic Dashboard** to view a history of the Team Member's training progress.



Back to Employee list

Amy Bundy
Front Desk Agent - Misty Mount - 70169 | [View profile](#)
Last snapshot: Sep 19, 2025 11:31 AM [[refresh now](#)] ⓘ

Performance Reviews | **Holistic Dashboard**

(Pilot Test) Non-Exempt Performance Evaluation | Due Date: Sep 24, 2025 | Performance Review Period: Sep 1, 2024 - Aug 31, 2025 

Manager
Misty Mount ▼

Employee

Performance Review Section	Manager Score	Employee Score
Performance Review Section - Performance Areas ▶	-	4.29
Performance Review Section - General comment ▶		
Performance Review State: Draft Role: Reviewer		
Total Score:	-	4.29 (5 - Exceptional)


[Release](#)

Continued on next page.




In the **Holistic Dashboard** you can view training that they have been assigned to, along with their overall completion rate.


[Back to Employee list](#)






Amy Bundy
 Front Desk Agent - Misty Mount - 70169 | [View profile](#)
 Last snapshot: Sep 19, 2025 11:31 AM [[refresh now](#)] ⓘ


[Performance Reviews](#)
[Holistic Dashboard](#)

(Pilot Test) Non-Exempt Performance Evaluation | Due Date: Sep 24, 2025 | Performance Review Period: Sep 1, 2024 - Aug 31, 2025
 



Amy Bundy
[view profile](#)

 **Total Courses** **18**
 **Total Time** **17:53:53**
 **Completion Rate** **88%**

[Courses](#)
[Learning paths](#)
[Exams](#)
[On-the-Job Training](#)
[Events](#)


Search:

Sort By:


Required:

Due date:

Events:




Status:

Category:






ARCHIVED: Sexual Harassment Prevention (Non-Manager) Optional Archived

100%

 Oct 14, 2024
  0:36:28
  Oct 22, 2024




[Details](#)

Total completions: **2**
 Total time:  0:36:28
 



ARCHIVED: Welcoming VI Resorts: What You Need to Know Optional Archived


100%


 Feb 26, 2025
  2:15:47
  Apr 2, 2025

[Details](#)

Continued on next page.




- In the **Performance Reviews** tab, you can view the **Manager** and **Employee** scores.
- **If the Team Member completed a Self Evaluation**, you can click the **Employee** tab, and then click the  icon to expand their **Performance Areas** and **General Comments**.




Amy Bundy
Front Desk Agent - Misty Mount - 70169 | [View profile](#)
Last snapshot: Sep 19, 2025 11:31 AM ([refresh now](#)) ⓘ

Performance Reviews
Hollistic Dashboard

(Pilot Test) Non-Exempt Performance Evaluation | Due Date: Sep 24, 2025 | Performance Review Period: Sep 1, 2024 - Aug 31, 2025


Manager
Misty Mount ▼
Employee

Performance Review Section	Manager Score	Employee Score
Performance Review Section - Performance Areas 	-	4.29

Company Policy

- Adheres to Company policies and standard operating procedures
- Is respectful and courteous to fellow Team Members and guests
- Exhibits honesty and integrity when dealing with others
- Meets punctuality and attendance standards and follows appropriate call-in procedures

Rating:
5 - Exceptional ▼
[Click to view rating definitions](#)

Review:
I followed all company policies.

Continued on next page.

-





- Read the **Performance Area**, **Select a Rating**, and **Add Comments** for each of the 7 to 8 performance areas.
- Click **Save** after responding to each one individually. You will see the **Successfully saved** text which confirms that your answer is saved.

Company Policy


- Adheres to Company policies and standard operating procedures
- Is respectful and courteous to fellow Team Members and guests
- Exhibits honesty and integrity when dealing with others
- Meets punctuality and attendance standards and follows appropriate call-in procedures

Rating:

4 - Outstanding

[Click to view rating definitions](#)

Preview:

B I S | I_x | 

This Team Member did an excellent job following company policies during the evaluation period.

body p

Save

Clear

Successfully saved



You can click the **Click to View Rating Definitions** link to view the description for each rating.

Rating Definitions

X

1 – Unacceptable
Performance in this area does not meet minimum expectations. - Persistent issues with quality, timeliness, or understanding - Lacks progress despite support or feedback - Immediate and sustained improvement is necessary


2 – Needs Improvement
Performance in this area falls short of expectations in some key aspects. - Output may be inconsistent or require rework - Still developing the necessary skills or understanding to perform effectively - Requires frequent guidance or follow-up - May be appropriate for someone new to this responsibility or role

3 – Meets Expectations
Performance in this area consistently meets requirements. - Delivers work at the expected level of quality and consistency - Manages responsibilities independently with minimal support - Occasionally goes beyond what is required when needed - Demonstrates solid understanding and application of required skills

4 – Outstanding
Performance in this area is consistently above expectations. - Proactive and solutions-focused when addressing tasks or challenges - Often identifies ways to improve and streamline work - Work in this area is consistently high quality and frequently exceeds goals - Demonstrates strong ownership and a desire for continued growth

5 – Exceptional
Performance in this area consistently and significantly exceeds expectations. - Demonstrates impact well beyond the typical scope of this responsibility - Sets the standard for excellence and is viewed as a role model in this area - Frequently brings forward innovative ideas or process improvements - Shows strong initiative and identifies opportunities to go above and beyond

Performance Review State: Draft		
Role: Reviewer		
Total Score:	4.14 (5 - Exceptional)	4.29 (5 - Exceptional)
<div>Release</div>		

Performance Review Section - General comment 

B *I* ~~S~~ U 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457

Performance Review State: Draft Role: Reviewer		
Total Score:	4 (5 - Exceptional)	4 (5 - Exceptional)
<div>Release</div>		

Continued on next page.



Important Reminder About Releasing Evaluations

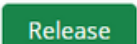
It is important that you do not release an evaluation before you have met with your Team Member. The performance conversation must always happen first so the Team Member hears their results directly from you and not through the system.

When you click **Release**, your Team Member will immediately gain access to their full performance evaluation in Westgate Learn, including all ratings, scores, comments, and written feedback you have entered.

- Once released, evaluations cannot be edited or retracted.
- Your work will not be lost. As long as you click **Save** after each step, your ratings, comments, and progress are stored until you are ready to release.

Best practice: Update evaluations before the performance conversation occurs, release them immediately after the conversation, and ensure that each Team Member signs off on their evaluation. All releases and acknowledgements must be completed before the December 8 deadline.



- Once you have concluded the performance conversation with your direct report, please proceed.
- Click  to complete the evaluation.


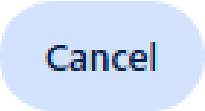
Performance Review State: Draft
Role: Reviewer

Total Score: 4 (5 - Exceptional) 4 (5 - Exceptional)




app.schoox.com says


Once the performance review is released, you won't have the option to make any changes. Are you sure?

[Back to Employee list](#)

 **Amy Bundy**
Front Desk Agent - Misty Mount - 70169 | [View profile](#)
Last snapshot: Sep 19, 2025 11:31 AM [[refresh now](#)] ⓘ

Performance Reviews | Holistic Dashboard

(Pilot Test) Non-Exempt Performance Evaluation | Due Date: Sep 24, 2025 | Performance Review Period: Sep 1, 2024 - Aug 31, 2025 

Manager Misty Mount ▼	Employee
Performance Review Section	<div>Manager Score</div> <div>Employee Score</div>
Performance Review Section - Performance Areas ▶	<div>4.15</div> <div>4.29</div>
Performance Review Section - General comment ▶	
Performance Review State: Calibration phase Role: Reviewer	
Total Score:	<div>4.14 (5 - Exceptional)</div> <div>4.29 (5 - Exceptional)</div>

Continued on next page.




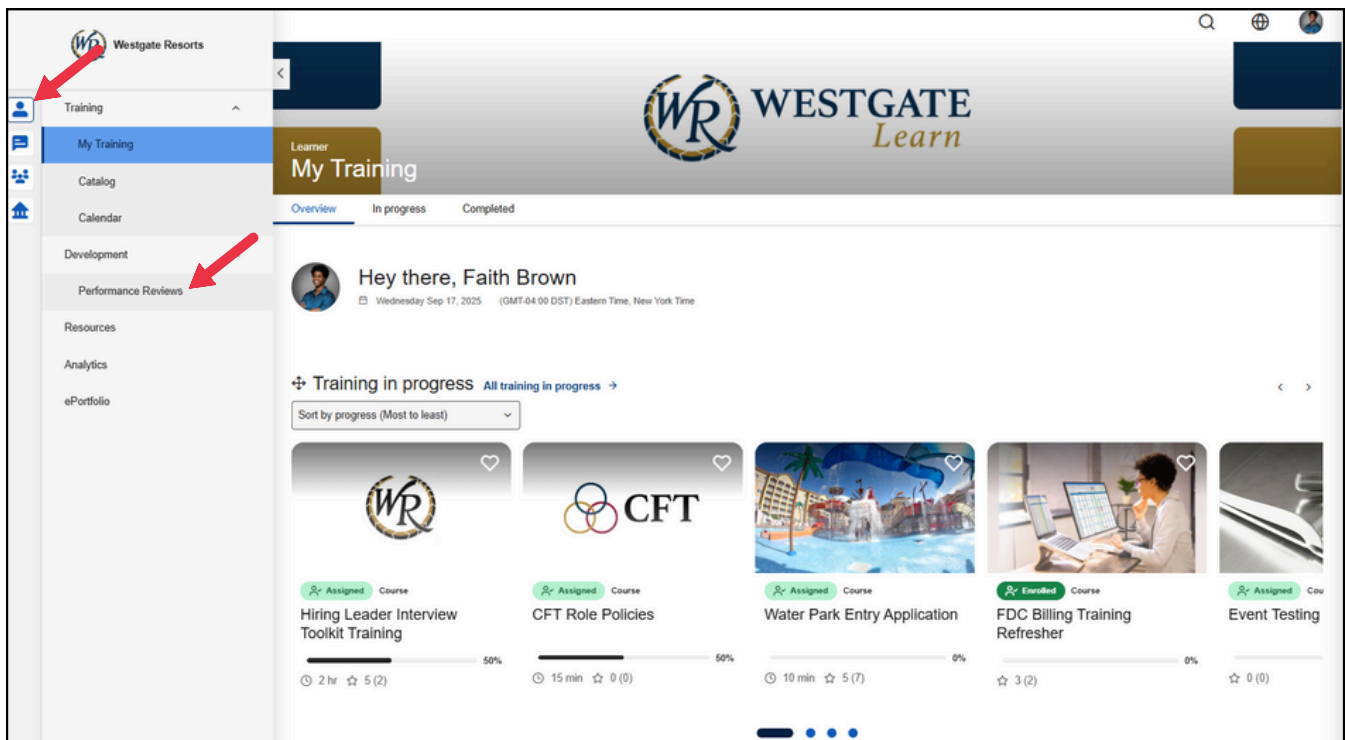
What's next?

Once a performance evaluation is **released** to the Team Member, they must log-in to their Westgate Learn account to **sign-off** on it.

- Team Members with Single Sign On (SSO) capabilities must log-in to their network account and utilize SSO to log-in to Westgate Learn.
- Team Members who do not have a network account may use the following username/password to log-in to Westgate Learn:
 - Username: Team Member ID# (ex. 12345)
 - Password: Capital first initial, lowercase last initial, and Team Member ID# (ex. Jm12345 if the Team Member's name is Josh Martinez).

How to Sign-Off on an Evaluation:


1. Click the  icon on the left side of your Westgate Learn application window to reach the **Learner View**.
2. From the Menu, click **Development** and then **Performance Reviews**.



Continued on next page.





Click **Sign Performance Review**.



Required Performance Review

Test of Job Based Assignment (Non-Exempt 9.24.25)

 Sep 1, 2024 - Aug 31, 2025
  Gabriela Munoz
  4.2 (5 – Exceptional)


[Sign performance review](#)

Click **View Manager Feedback**.

Performance review—manager feedback


Your manager has provided feedback on your strengths and areas where you can improve.

Manager:



Gabriela Munoz
Head of Manager - Gabriela Munoz - 34323


Team member:



Albani Barrios Vilchez
Non-Exempt - Gabriela Munoz - 34323

[View manager feedback](#)

- Click **Next** to review each section of the performance evaluation.
- Click the empty **“Sign-Off”** box to sign-off on your completed evaluation.

Section name	Manager score	Team member score
Area section 1	4.2	-
Total Score:	4.2 (5 – Exceptional)	0 
Sign Off *		
<input type="checkbox"/>		

End of guide.