
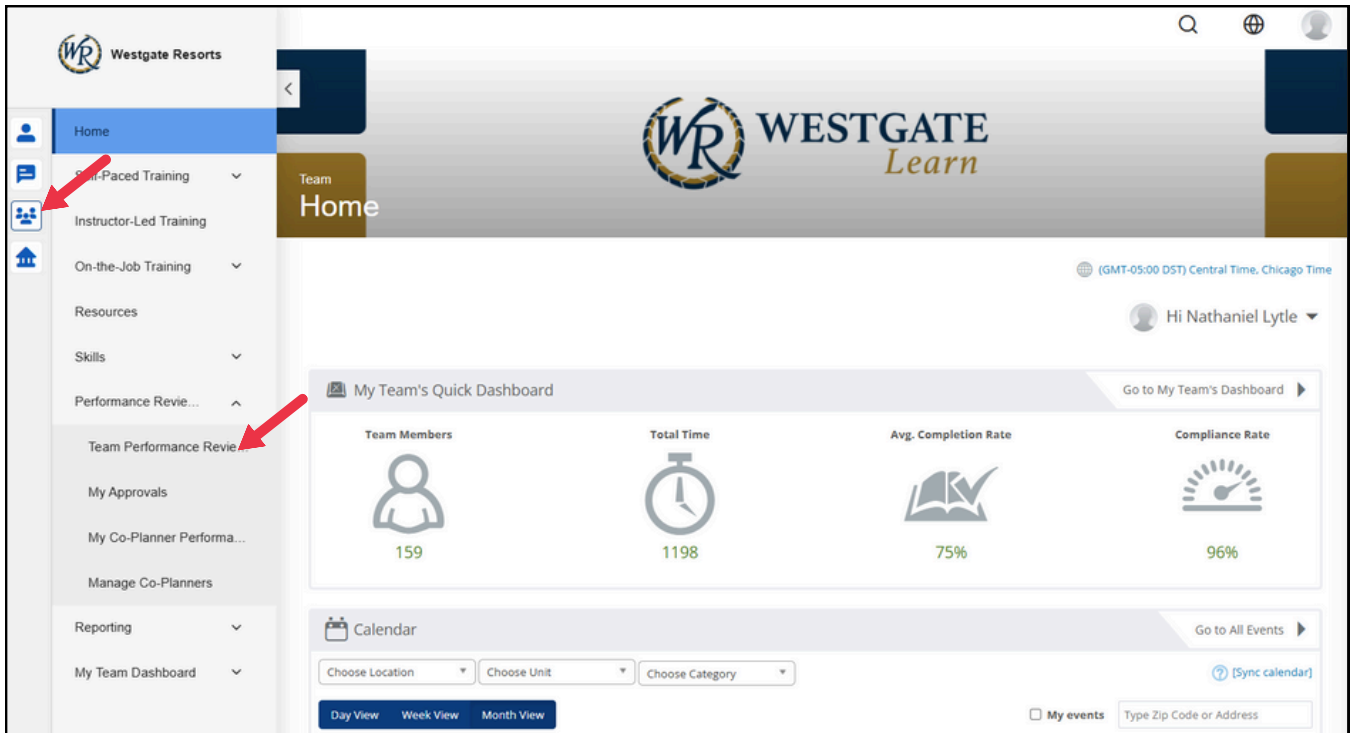




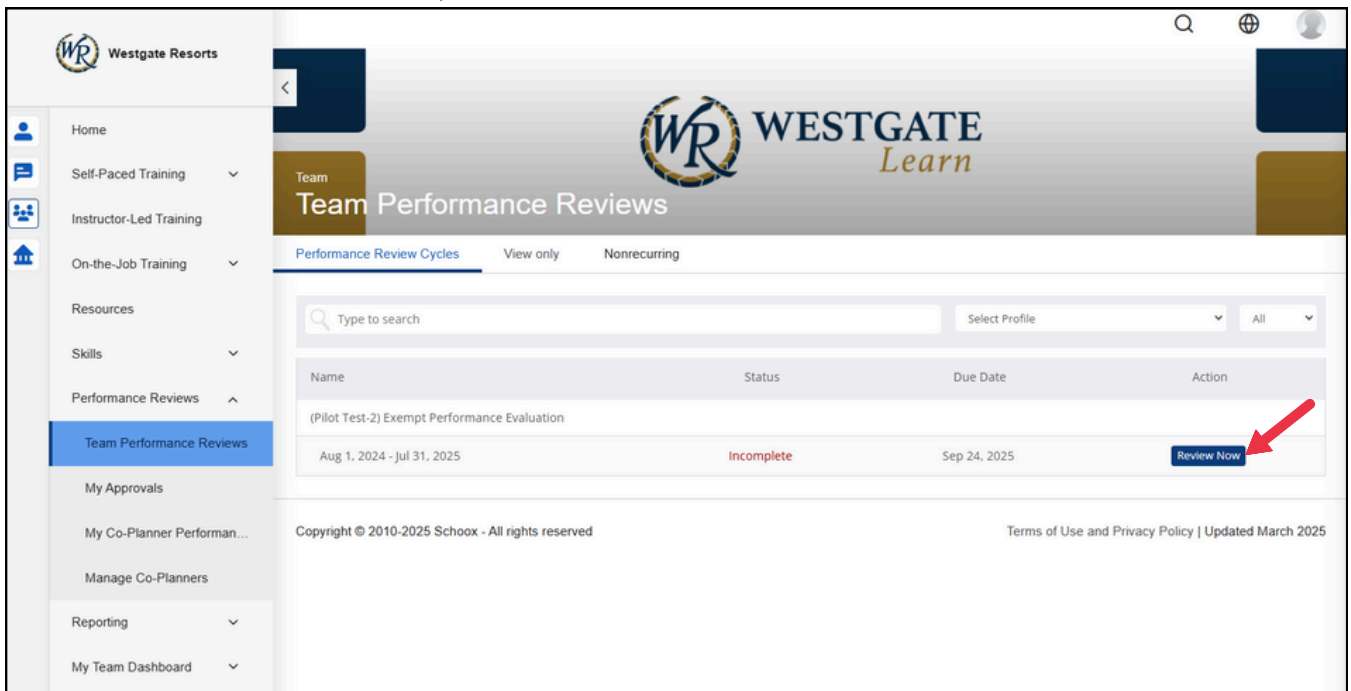
How to Submit a Performance Eval for an Exempt Direct Report

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**.



The screenshot shows the Westgate Learn dashboard. On the left, a navigation menu is visible with the 'Team' icon highlighted. The main content area displays the 'My Team's Quick Dashboard' with four metrics: Team Members (159), Total Time (1198), Avg. Completion Rate (75%), and Compliance Rate (96%). Below these metrics is a 'Calendar' section with filters for Location, Unit, and Category, and view options for Day, Week, and Month.

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

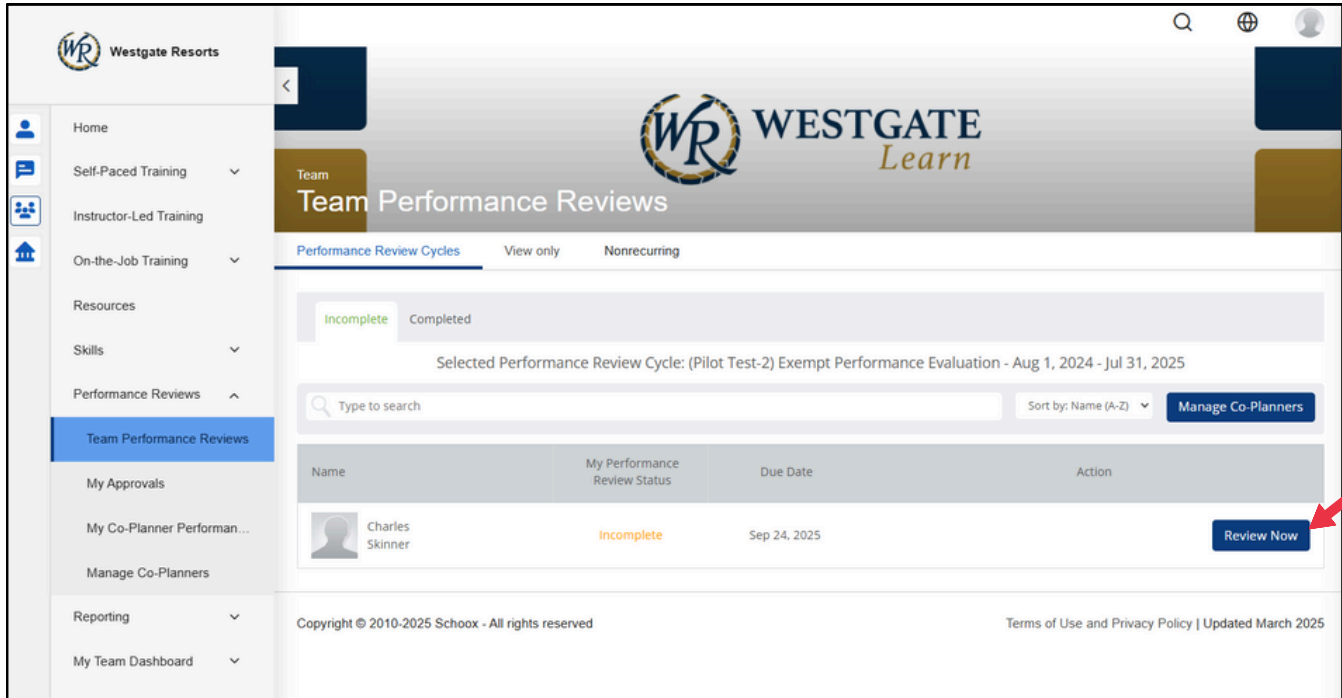


The screenshot shows the 'Team Performance Reviews' page. The 'Performance Review Cycles' tab is selected, displaying a table of review cycles. A red arrow points to the 'Review Now' button in the 'Action' column of the first row.

Name	Status	Due Date	Action
(Pilot Test-2) 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.



Westgate Resorts


Team Performance Reviews

Performance Review Cycles View only Nonrecurring

Incomplete Completed

Selected Performance Review Cycle: (Pilot Test-2) Exempt Performance Evaluation - Aug 1, 2024 - Jul 31, 2025

Type to search Sort by: Name (A-Z) Manage Co-Planners

Name	My Performance Review Status	Due Date	Action
 Charles Skinner	Incomplete	Sep 24, 2025	Review Now

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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/>.




You can click **Holistic Dashboard** to view a history of the Team Member's training progress.

[Back to Employee list](#)



Charles Skinner
 Engineering Director · Nathaniel Lytle · 44863 | [View profile](#)
 Last snapshot: Sep 18, 2025 08:57 AM [[refresh now](#)] ⓘ

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

(Pilot Test-2) Exempt Performance Evaluation | Due Date: Sep 24, 2025 | Performance Review Period: Aug 1, 2024 - Jul 31, 2025
 


Manager
 Nathaniel Lytle ▼

Employee

Performance Review Section	Manager Score	Employee Score
Performance Review Section - Open Ended Questions ▶	-	1
Performance Review Section - Overall Score ▶	-	4
Performance Review Section - General comment ▶		
Performance Review State: Draft Role: Reviewer		
Total Score:	-	4 (5 – Exceptional)


Release


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


(Pilot Test-2) Exempt Performance Evaluation | Due Date: Sep 24, 2025 | Performance Review Period: Aug 1, 2024 - Jul 31, 2025
 




Charles Skinner
[view profile](#)


 Total Courses
23


 Total Time
2:47:58


 Completion Rate
95%

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


Search:

Sort By:

Name (A-Z) ▼

Required:

All ▼

Due date:

Show All ▼

Events:


Events that users are registered in ▼

Status:

All Courses ▼




Category:

Choose Category ▼



Americans with Disabilities (ADA) for Leaders Required ⓘ

100%

 Dec 3, 2022
  0:00:00
  Dec 3, 2022


Details ▶

Total completions: 1 Total time: 0:00:00




- In the **Performance Reviews** tab, you can view the **Manager** and **Employee** scores.
- Click the **Employee** tab, and then click the ▶ icon to expand their open-ended question responses, comments, and overall score.

[Back to Employee list](#)



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 Engineering Director - Nathaniel Lytle - 44863 | [View profile](#)
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[Performance Reviews](#) | [Holistic Dashboard](#)

(Pilot Test-2) Exempt Performance Evaluation | Due Date: Sep 24, 2025 | Performance Review Period: Aug 1, 2024 - Jul 31, 2025
 

Manager
 Nathaniel Lytle ▼

Employee

Performance Review Section	Manager Score	Employee Score
Performance Review Section - Open Ended Questions ▶	-	1
Performance Review Section - Overall Score ▶	-	4
Performance Review Section - General comment ▶		
Performance Review State: Draft Role: Reviewer		
Total Score:	-	4 (5 – Exceptional)

[Release](#)

Manager
 Nathaniel Lytle ▼

Employee

Performance Review Section	Manager Score	Employee Score
Performance Review Section - Open Ended Questions ▼	-	1

What were your key accomplishments during the last evaluation period?

Review:

- Successfully led the completion of multiple preventative maintenance projects, reducing guest-impacting work orders by 15 percent.
- Coordinated a major HVAC system upgrade during peak occupancy with minimal disruption to guests or operations.
- Implemented a new tracking system for safety inspections, achieving 100 percent compliance ahead of schedule.

How did you demonstrate effective leadership?

Review:

- Trained and mentored two Engineering Techs who have since taken on more complex projects with greater independence.
- Maintained strong communication with Housekeeping and Front Desk to prioritize guest-impact repairs quickly and efficiently.
- Fostered a culture of accountability by setting clear expectations, following up on work orders, and recognizing the team's efforts during high-demand periods.

- | Manager
Nathaniel Lytle | Employee |
|---|--|
| Performance Review Section | <div>Manager Score</div> <div>Employee Score</div> |
| Performance Review Section - Open Ended Questions | |

What were your key accomplishments during the last evaluation period?

Review:


B I S | T_x | = :: ☰ ☲ ✂ 📄 🗑 📅 ↶ ↷

Leader Commentary:

 - "You've made noticeable progress in reducing guest-impacting work orders — that has a direct effect on guest satisfaction scores."
 - "Coordinating the HVAC upgrade during peak occupancy showed strong planning and collaboration across departments."
 - "I'd like to see you continue to expand on the preventative maintenance program and document measurable savings."

body ul li

Save Clear Successfully saved


- Performance Review Section - Overall Score 

4

Please provide an overall score for this evaluation.

Rating:

Review:

Please choose a rating 

Please choose a rating










5 - Exceptional

4 - Outstanding

3 - Meets Expectations

2 - Needs Improvement

1 - Unacceptable

B *I* ~~S~~ | T_x | 1= := |   |       

Save

Clear



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 Section - Overall Score ▼

4

Please provide an overall score for this evaluation.

Rating:

4 - Outstanding ▼

[Click to view rating definitions](#)

Review:


B I S I_x | 1 = 2 = 3 = 4 = 5 = | [Link] [Image] [Video] [Audio] [Quote] [Code] [Table] [Table of Contents] | [Undo] [Redo]








"You've had a very strong year and your contributions have made a clear impact on both the team and the property. The way you've led preventative maintenance, supported major projects, and mentored newer Techs really stands out. I'm giving you an overall score of 4, which reflects consistent high performance and leadership. At the same time, I see great potential for you to grow even further — especially in building team independence and taking on larger-scale projects. I want you to know that your efforts are recognized and valued, and I'm excited to support you as you continue to strengthen your leadership and technical expertise."

body p strong

Save

Clear

Performance Review Section - General comment 

B *I* ~~S~~ | U | ¹/₂ | **==** |   |  |   |  

Save

Clear

Continued on next page.



Important Reminder About Releasing Evaluations

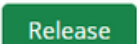
It is important that you do not release an evaluation before you have met with your Team Member. The performance conversation must always happen first so the Team Member hears their results directly from you and not through the system.

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.


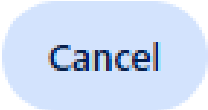



- Review the evaluation to ensure that all your comments and the overall score was saved.
- Click  to complete the evaluation.


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


Charles Skinner
 Engineering Director - Nathaniel Lytle - 44863 | [View profile](#)
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Performance Reviews | Holistic Dashboard

(Pilot Test-2) Exempt Performance Evaluation | Due Date: Sep 24, 2025 | Performance Review Period: Aug 1, 2024 - Jul 31, 2025
 

Manager Nathaniel Lytle ▼	Employee
Performance Review Section	Manager Score
Performance Review Section - Open Ended Questions ▶	1
Performance Review Section - Overall Score ▶	4
Performance Review Section - General comment ▶	
Performance Review State: Calibration phase Role: Reviewer	
Total Score:	4 (5 - Exceptional)

Continued on next page.




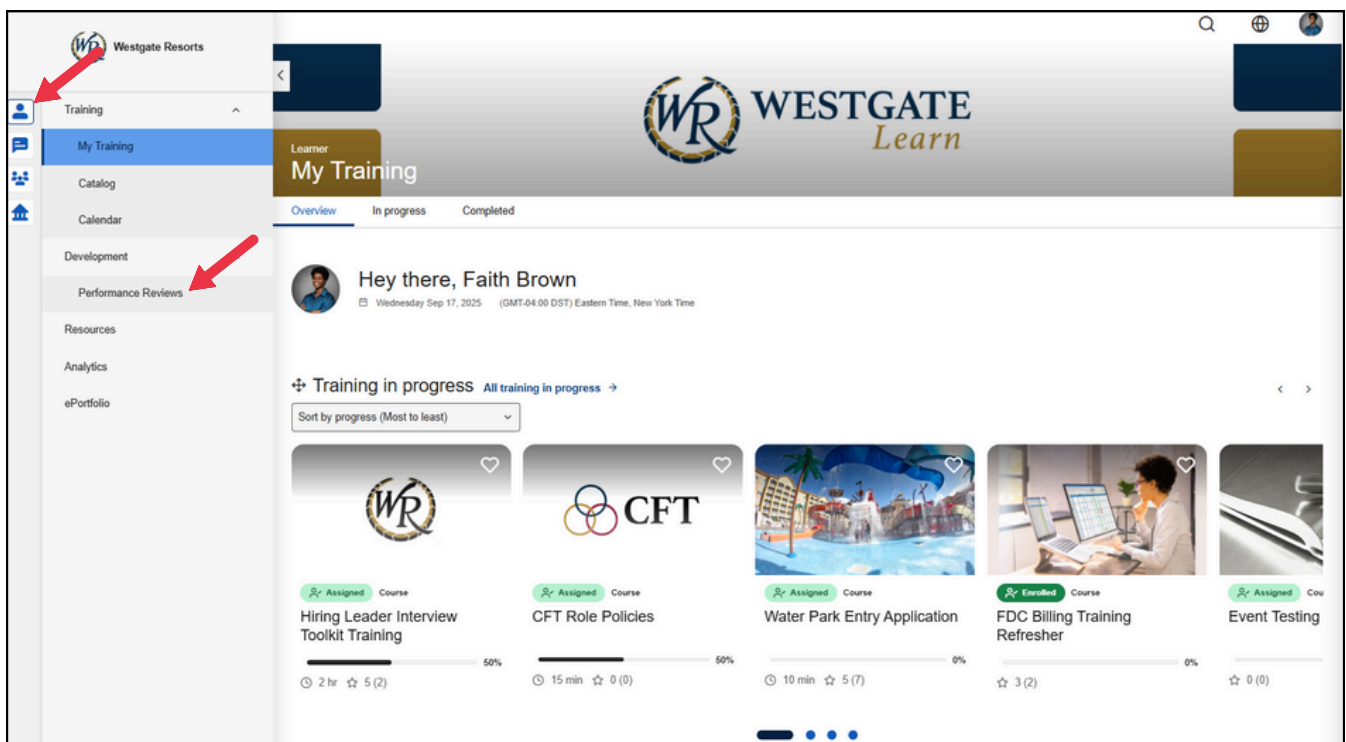
What's next?

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.