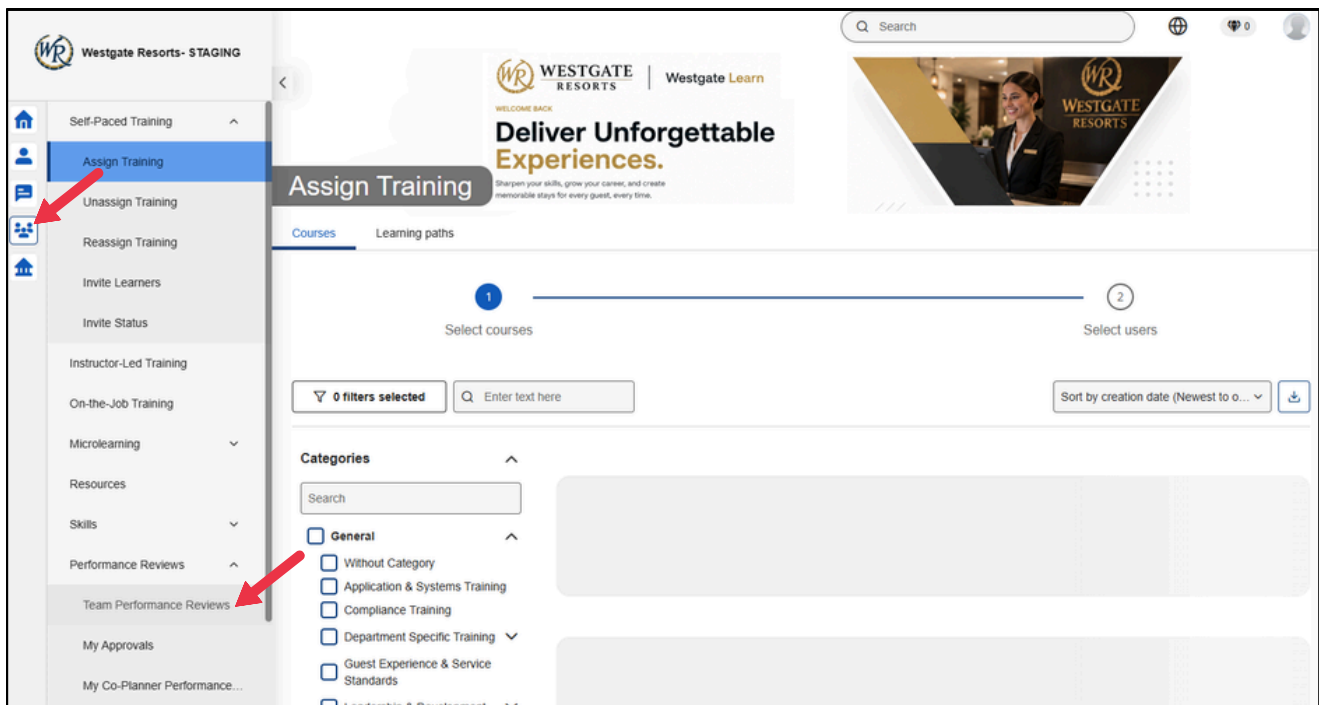




## How to Submit a Performance Evaluation for a Direct Report

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.*



Find the current cycle's evaluation profile, and click **Review Now**. You may see multiple review profiles if you have direct reports of various job levels.

| Name                                                        | Status     | Due Date    | Action                     |
|-------------------------------------------------------------|------------|-------------|----------------------------|
| Non-Exempt Performance Evaluation                           |            |             |                            |
| Oct 1, 2024 - Sep 30, 2025                                  | Incomplete | Dec 9, 2025 | <a href="#">Review Now</a> |
| Non-Exempt People Manager Performance Evaluation            |            |             |                            |
| Oct 1, 2024 - Sep 30, 2025                                  | Completed  | Dec 9, 2025 | <a href="#">View</a>       |
| Exempt Performance Evaluation                               |            |             |                            |
| Oct 1, 2024 - Sep 30, 2025                                  | Incomplete | Dec 9, 2025 | <a href="#">Review Now</a> |
| Performance Evaluation (Individual Contributor) 9.14.26 - 1 |            |             |                            |
| Sep 1, 2025 - Aug 31, 2026                                  | Incomplete | Oct 3, 2026 | <a href="#">Review Now</a> |
| Performance Evaluation (Supervisor) Test 9.15.26            |            |             |                            |
| Sep 1, 2025 - Aug 31, 2026                                  | Incomplete | Oct 4, 2026 | <a href="#">Review Now</a> |
| Performance Evaluation (Manager) Test 9.15.26               |            |             |                            |
| Sep 1, 2025 - Aug 31, 2026                                  | Incomplete | Oct 4, 2026 | <a href="#">Review Now</a> |
| Performance Evaluation (Director) Test 9.15.26              |            |             |                            |
| Sep 1, 2025 - Aug 31, 2026                                  | Incomplete | Oct 4, 2026 | <a href="#">Review Now</a> |

- You can view the status of **Incomplete** and **Complete** performance evaluations. Evaluations will show incomplete until they are released, which should not occur until after the performance conversation.
- Click **Review Now** to open the Team Member's evaluation.

| Name                                                                                                        | My Performance Review Status | Due Date    | Action                     |
|-------------------------------------------------------------------------------------------------------------|------------------------------|-------------|----------------------------|
|  Arletha Rozier          | Incomplete                   | Oct 4, 2026 | <a href="#">Review Now</a> |
|  Christian Arocho Cruz   | Incomplete                   | Oct 4, 2026 | <a href="#">Review Now</a> |
|  Daniela Palacio Acevedo | Incomplete                   | Oct 4, 2026 | <a href="#">Review Now</a> |

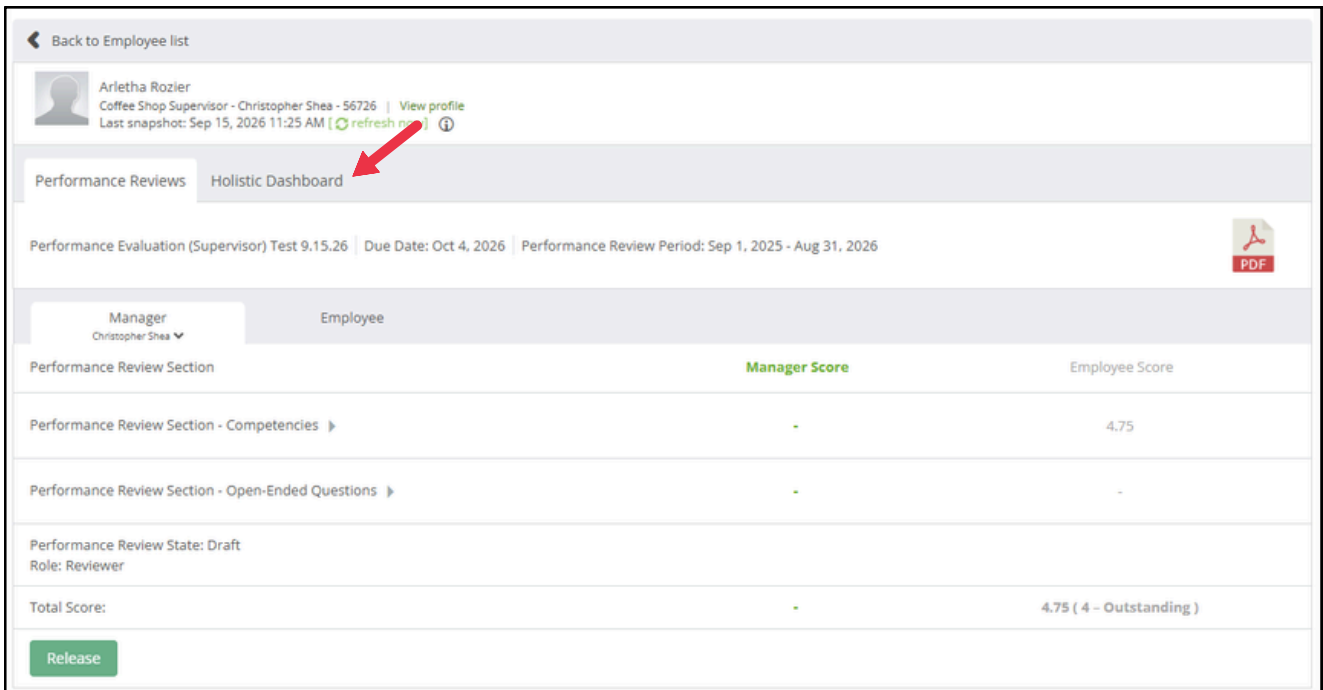


*\*Note: You have the option to add a **Co-Planner** (up to 3) who can assist in the performance evaluation process by contributing valuable insights. They'll receive a performance evaluation form, and the reviewer can see what they wrote after it's submitted. The reviewee will never see the co-planner's review. 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.
- *All scores, comments, and information in this reference guide are randomly generated and do not reflect any Team Member's actual performance.*



Back to Employee list

 Arletha Rozler  
Coffee Shop Supervisor - Christopher Shea - 56726 | [View profile](#)  
Last snapshot: Sep 15, 2026 11:25 AM [[refresh now](#)] ⓘ

Performance Reviews | **Holistic Dashboard**

Performance Evaluation (Supervisor) Test 9.15.26 | Due Date: Oct 4, 2026 | Performance Review Period: Sep 1, 2025 - Aug 31, 2026 

| Manager<br>Christopher Shea                         | Employee                 |
|-----------------------------------------------------|--------------------------|
| Performance Review Section                          | Manager Score            |
| Performance Review Section - Competencies ▶         | 4.75                     |
| Performance Review Section - Open-Ended Questions ▶ | -                        |
| Performance Review State: Draft<br>Role: Reviewer   |                          |
| Total Score:                                        | 4.75 ( 4 - Outstanding ) |
| <a href="#">Release</a>                             |                          |

*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](#)



**Arlatha Rozier**  
 Coffee Shop Supervisor - Christopher Shea - 56726 | [View profile](#)  
 Last snapshot: Sep 15, 2026 11:25 AM [[refresh now](#)] ⓘ

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

Performance Evaluation (Supervisor) Test 9.15.26 | Due Date: Oct 4, 2026 | Performance Review Period: Sep 1, 2025 - Aug 31, 2026
 



**Arlatha Rozier**  
[view profile](#)


**Total Courses**  
**18**


**Total Time**  
**59:24:10**


**Completion Rate**  
**88%**

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


**Search:**

**Sort By:**

**Required:**

**Due date:**

**Events:**

**Status:**

**Category:**



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

100%

Mar 12, 2021

0:00:00

✓ Aug 25, 2024

Details ▶

Total completions: **3**    Total time: 0:00:00
 



**Bloodborne Pathogens** Required

100%

Jul 17, 2026

Aug 16, 2026

2:52:01

✓ Apr 13, 2026

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 **Competencies** and **Open-Ended Questions** responses.
- **NEW FEATURE:** You can click the **PDF icon** to generate a PDF of their performance evaluation in its current state. This allows you to view your direct report's submitted self-evaluation while filling out their evaluation.

Back to Employee list


**Arlatha Rozier**  
Coffee Shop Supervisor - Christopher Shea - 56726 | [View profile](#)  
Last snapshot: Sep 15, 2025 11:25 AM [[refresh now](#)] ⓘ

Performance Reviews
Holistic Dashboard

Performance Evaluation (Supervisor) Test 9.15.26 | Due Date: Oct 4, 2026 | Performance Review Period: Sep 1, 2025 - Aug 31, 2026


Manager  
Christopher Shea ▼
Employee

| Performance Review Section                                                     | Manager Score | Employee Score           |
|--------------------------------------------------------------------------------|---------------|--------------------------|
| Performance Review Section - Competencies ▶                                    | -             | 4.75                     |
| Performance Review Section - Open-Ended Questions ▶                            | -             | -                        |
| Performance Review State: Released<br>Role: Employee (self-performance review) |               |                          |
| Total Score:                                                                   | -             | 4.75 ( 4 - Outstanding ) |

*Continued on next page.*







- Expand the **Open-Ended Questions** section. These are unrated but help provide context for the performance evaluation to your direct report.
- The questions read from your direct report's perspective "What is your.." but you should answer as their reviewing leader.
- Click **Save** after responding to each one individually. You will see the **Successfully saved** text which confirms that your answer is saved.

**What is your greatest strength?**  
How do you demonstrate this strength in your work? How does this strength contribute to their success, the team, or the business? Provide a specific example. |

**Review:**

**B I S T** |

Jack's greatest strength is his ability to lead his team by modeling service excellence while keeping everyone on task. The satisfaction scores and consistent mentions by name in reviewing surveys support this. This strength supports the team and business by driving great experiences for our guests.

body p

**Save** **Clear** **Successfully saved**

After filling out the evaluation, a **Total Score** will be automatically calculated as the average across all competencies. Return to the top and **click the PDF icon** to download the performance evaluation. Review the evaluation to ensure that all your comments and the overall score were saved.

[Back to Employee list](#)

**Arlatha Rozler**  
Coffee Shop Supervisor - Christopher Shea - 56726 | [View profile](#)  
Last snapshot: Sep 15, 2026 11:25 AM | [refresh now](#) | [info](#)

**Performance Reviews** | **Holistic Dashboard**

Performance Evaluation (Supervisor) Test 9.15.26 | Due Date: Oct 4, 2026 | Performance Review Period: Sep 1, 2025 - Aug 31, 2026



| Performance Review Section                | Manager Score | Employee Score |
|-------------------------------------------|---------------|----------------|
| Performance Review Section - Competencies | 5             | 4.75           |

*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 direct report. 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 direct report 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.

When you have filled out their evaluation, you should verify that your responses were saved, then exit the performance evaluation. 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, download the PDF to bring to the conversation, and release the evaluation immediately after the conversation. Ensure that each Team Member acknowledges that their evaluation occurred by logging into their Westgate Learn account to sign off.

All releases and acknowledgements must be completed before the 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?

OK

Cancel

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 ▶              | 4.15                     | 4.29                     |
| Performance Review Section - General comment ▶                |                          |                          |
| Performance Review State: Calibration phase<br>Role: Reviewer |                          |                          |
| Total Score:                                                  | 4.14 ( 5 - Exceptional ) | 4.29 ( 5 - Exceptional ) |

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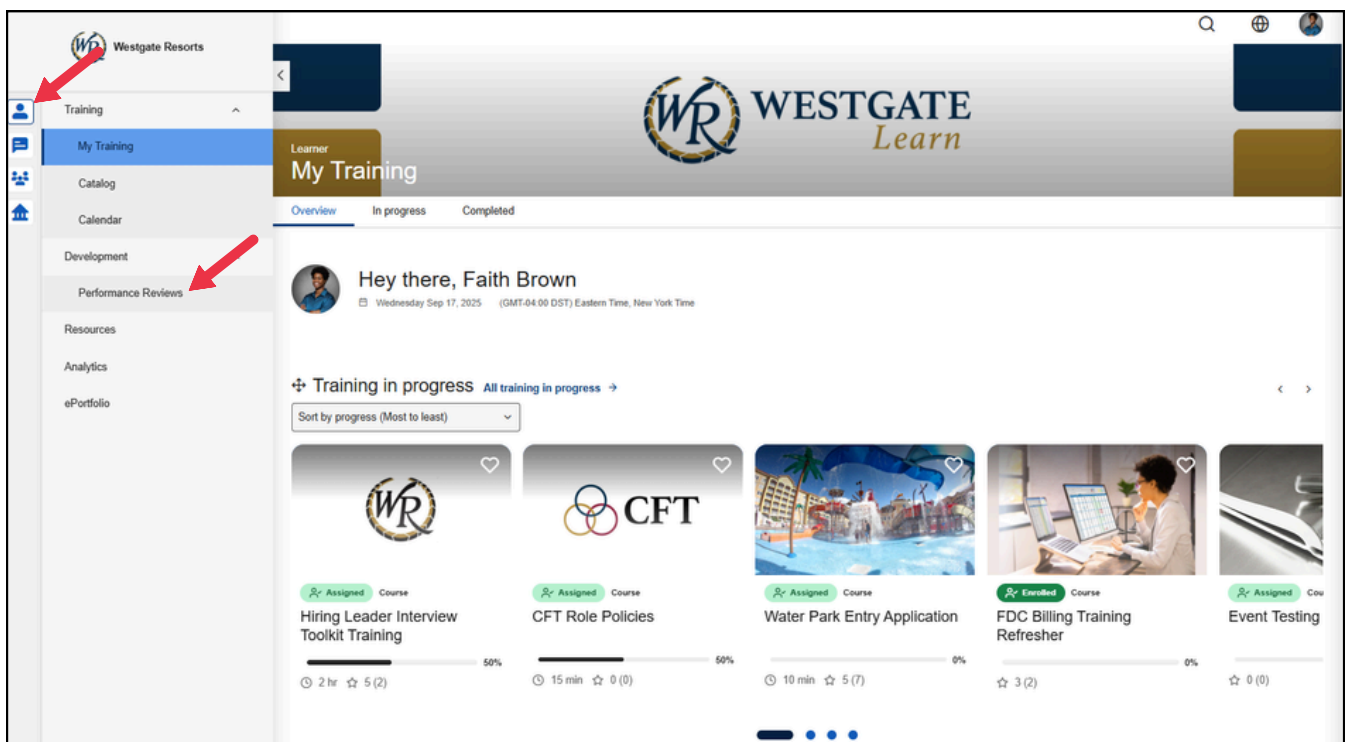
## What's next?

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                            | -                                                                                              |
| <b>Total Score:</b>      | <b>4.2 ( 5 – Exceptional )</b> | <b>0</b>  |
| <b>Sign Off *</b>        |                                |                                                                                                |
| <input type="checkbox"/> |                                |                                                                                                |

*End of guide.*