

**Video Information**

- **Accessed via the ePerformance Tool Kit.** [http://das.ohio.gov/ePerftoolkit](http://das.ohio.gov/ePerftoolkit)

- **Played via YouTube.** Each video is easily played with just one mouse click.

- **Printable, paper-based Job Aids are still available.** All existing job aids are also found via the ePerformance Toolkit.

- **Available for all ePerformance users.** All roles have applicable videos. These roles are:
  - Employee
  - Manager (Rater)
  - Reviewer
  - Third Party Nominee
  - ePerformance Administrator


**YouTube Basics**

- **Play Icon:** Begins video playback.

- **Pause Icon:** Stops video playback.

- **Full Screen Icon:** Maximizes video player to the size of your screen.

- **Closed Caption Icon:** Activates subtitles for the current video.

*Click the following link for assistance in using YouTube with a screen reader:* [https://support.google.com/youtube/answer/189278?hl=en&ref_topic=3014328](https://support.google.com/youtube/answer/189278?hl=en&ref_topic=3014328)
For ePerformance Administrators

ePerformance Administrators access their administrative tasks by launching the Human Capital Management (HCM) module within OAKS. It may be helpful to save the various administrative task screens as Favorites. Below are steps to help with this process.

1. Navigate to the myOhio portal.
2. Click the Human Capital Management “Launch Application” link.
3. Navigate to the chosen administrative task. These tasks are:
   - View Documents
   - Approve Documents
   - Reopen Document
   - Transfer Document
   - Cancel Document
   - Delete Document
4. On the chosen administrative task’s screen, click the “Add to Favorites” link.
5. Enter a Description, then click the OK button.

NEED ASSISTANCE?
Statewide Program Support:
Department of Administrative Services
Human Resources Division
Office of Talent Management
ePerformance@das.ohio.gov
Phone: 1-800-409-1205, prompt #6.

State of Ohio Performance Management

Employment with the state is more than just a job – it is a privilege to serve our families, friends, and neighbors across this great state. Each day our employees strive to deliver excellence, accountability and efficiency through Ohio’s government.

How to Access:
http://das.ohio.gov/ePerftoolkit

Included in this QRG:
- Video Information
- YouTube Basics
- Saving a Page as a Favorite
  (for ePerformance Administrators)

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