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| ADNODDAU DYNOL  PREIFAT A CHYFRINACHOL |  | | HUMAN RESOURCES  PRIVATE & CONFIDENTIAL |
| **ADRODDIAD CYFNOD PRAWF: RHEOLAETHOL A PHROFFESIYNOL (GRADDFA 7-9)**  **BLWYDDYN GYNTAF**  **AC AIL FLWYDDYN** | | **PROBATIONARY REPORT: MANAGERIAL & PROFESSIONAL (GRADE 7-9)**  **FIRST AND SECOND YEAR** | |

Ref: f058b

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| **ENW / NAME** |  |
| **ADRAN / DEPARTMENT** |  |
| **TEITL SWYDD / JOB TITLE** |  |
| **CWBLHAWYD GAN / COMPLETED BY** |  |
| **DYDDIAD / DATE** |  |

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| 1. A yw ef/hi wedi cyflawni’n foddhaol ac yn fedrus y dyletswyddau a roddwyd iddo/iddi?  *(ticiwch fel y bo’n briodol)* | 1. Have they satisfactorily and competently carried out duties assigned to them?  *( delete as appropriate)* |
| Ydyw/Yes  Ansicr/Uncertain  Nac Ydyw / No | |

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| 2. A yw wedi dangos addewid y bydd yn parhau i wneud cynnydd yn ei swydd?  *(ticiwch fel y bo’n briodol)* | 2. Have they shown promise of continuing to make progress in their role?  *(delete as appropriate)* |
| Ydyw/Yes  Ansicr/Uncertain  Nac Ydyw / No | |

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| 3. A ydych yn credu ei fod ar y trywydd iawn i gwblhau’r cyfnod prawf  yn foddhaol?  *(ticiwch fel y bo’n briodol)* | 3. Do you anticipate that they are on track to complete the probationary  period satisfactorily?  *( delete as appropriate)* |
| Ydyw/Yes  Ansicr/Uncertain  Nac Ydyw / No | |

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| 4. Os oes amodau cytundebol  (e.e. dysgu Cymraeg, ennill cymhwyster proffesiynol), a yw wedi eu cyflawni? | 4. Were there any contractual conditions (e.g. learning Welsh, gaining professional qualification) and have they been met? |
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| 5. Os ydych wedi rhoi ateb negyddol  neu ‘ansicr’ i’r cwestiynau blaenorol, a ydych wedi rhoi gwybod i’r aelod staff nad yw ei gynnydd/chynnydd wedi bod yn  foddhaol hyd hyn?  Ar ba ffurf oedd y cyfathrebu a’r cynllun gweithredu a gytunwyd arno?  *(fel arall, ewch i Gwestiwn 6)* | 5. If you answered ‘no’ or ‘uncertain’ to the previous questions, have you informed the member of staff  that their progress so far is  not satisfactory?  What was the form of this  communication and action plan agreed? *(otherwise go to Q6)* |
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| 6. Nodwch isod os oes gennych unrhyw sylwadau ychwanegol ynglŷn â pherfformiad yr aelod staff: | 6. Please indicate below if you have any additional comments regarding the  member of staff’s performance: |
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| **AT DDEFNYDD AD YN UNIG / FOR HR USE ONLY** | | | | | |
| DYDDIAD PANEL CYFNOD PRAWF / PROBATION PANEL MEETING DATE | | |  | | |
| CANLYNIAD (rhowch tic) / OUTCOME (please tick) | | | | | |
| Nodwyd gyda chymeradwyaeth /  Noted with approval | | Arall/ Other | | | |
| Sylwadau / Comments: | | | | | |
| MEWNBWN AGRESSO / AGRESSO INPUT | | | | | |
| DYDDIAD / DATE |  | | | LLOFNODI / INITIAL |  |