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| ADNODDAU DYNOL  PREIFAT A CHYFRINACHOL |  | | HUMAN RESOURCES  PRIVATE & CONFIDENTIAL |
| **ADRODDIAD CYFNOD PRAWF: RHEOLAETHOL A PHROFFESIYNOL (GRADDFA 7-9)**  **BLWYDDYN DERFYNOL** | | **PROBATIONARY REPORT: MANAGERIAL & PROFESSIONAL (GRADE 7-9)**  **FINAL YEAR** | |

Ref: f059b

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

|  |  |
| --- | --- |
| 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?  *( tick as appropriate)* |
| Ydyw/Yes  Ansicr/Uncertain  Nac Ydyw / No | |

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| 2. Os oes amodau cytundebol  (e.e. dysgu Cymraeg, ennill ennill cymhwyster proffesiynol), a yw wedi eu cyflawni? | 2. Were there any contractual conditions (e.g. learning Welsh, gaining professional qualification) and have they been met? |
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| 3. A ydych yn argymell ei fod/ ei bod yn cyflawni’r cyfnod prawf yn foddhaol ac yn cael ei g/chadarnhau yn ei swydd?  *(ticiwch fel y bo’n briodol)* | 3. Do you recommend that they complete  the probationary period satisfactorily  and be confirmed in post?  *( tick as appropriate)* |
| Ydyw/Yes  Ansicr/Uncertain  Nac Ydyw / No | |

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| 4. Os ydych wedi ateb ‘na’ neu ‘ansicr’  i’r cwestiynau blaenorol, a ydych wedi  rhoi gwybod i’r aelod o’r staff nad yw ei gynnydd/chynnydd wedi bod yn  foddhaol hyd yn hyn?  Sut y rhoesoch wybod iddo/ iddi?  *(fel arall, ewch i Gwestiwn 5)* | 4. 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?  *(otherwise go to Q5)* |
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| 5. Nodwch isod os oes gennych unrhyw sylwadau ychwanegol ynglŷn â pherfformiad yr aelod staff: | 5. 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 Y PANEL CYFNOD PRAWF / PROBATION PANEL MEETING DATE | |  | |
| CANLYNIAD (rhowch tic) / OUTCOME (please tick) | | | |
| Cadarnhawyd yn ei Swydd/  Confirmed in Post | | Arall/ Other | |
| Sylwadau / Comments: | | | |
| AGRESSO MEWNBWN / AGRESSO INPUT | | | |
| DYDDIAD / DATE |  | LLOFNODI / INITIAL |  |