Ref: f060b

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| ADNODDAU DYNOL  PREIFAT A CHYFRINACHOL |  | | HUMAN RESOURCES  PRIVATE & CONFIDENTIAL |
| **ADRODDIAD CYFNOD PRAWF: CYNORTHWYOL**  **(GRADDFEYDD 1-6)** | | **PROBATIONARY REPORT:**  **SUPPORT**  **(GRADES 1-6)** | |

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

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| 1. A yw ef/hi wedi gwneud yn 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 neu Cymorth Cyntaf),  a yw wedi eu cyflawni? | 2. Were there any contractual conditions (e.g. learning Welsh or First Aid) and have they been met? |
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| 3. A ydych chi’n argymell ei fod ef/ei bod hi’n cwblhau’r cyfnod prawf?  *(ticiwch fel y bo’n briodol)* | 3. Are you recommending that they complete the probationary period?  *( tick as appropriate)* |
| Ydyw/Yes  Ansicr/Uncertain  Nac Ydyw / No | |

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| *4.* Os ydych wedi rhoi ateb ‘ansicr’ neu negyddol i’r naill neu’r llall o’r cwestiynau blaenorol, pam y gwnaethoch hynny?  A ydych wedi rhoi gwybod i’r aelod o’r staff nad yw ei gynnydd/chynnydd wedi bod yn foddhaol hyd yn hyn?  Ar ba ffurf oedd y cyfathrebu a’r cynllun gweithredu a gytunwyd arno?  *(fel arall, ewch i Gwestiwn 5)* | 4. If you answered no or uncertain to any of the previous questions, why did you do so?  Have you informed the member of staff that his/her progress so far is not satisfactory?  What was the form of this communication and action plan agreed?  *(otherwise go to Q5)* |
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| 5. Sylwadau eraill  Nodwch isod os oes gennych unrhyw sylwadau eraill ynglŷn â pherfformiad yr aelod staff: | 5. Other comments  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** | | | |
| MEWNBWN AGRESSO / AGRESSO INPUT | | | |
| Cadarnhawyd yn ei Swydd /  Confirmed in Post | | Cyfeirio at Swyddog AD / Refer to HR Officer | |
| Sylwadau / Comments | | | |
| DYDDIAD / DATE |  | LLOFNODI / INITIAL |  |