Ref: f056b

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| ADNODDAU DYNOLPREIFAT A CHYFRINACHOL |  | HUMAN RESOURCESPRIVATE & CONFIDENTIAL |
| **ADRODDIAD CYFNOD PRAWF: ACADEMAIDD AC YMCHWIL (GRADDFA 7-9)** **BLWYDDYN GYNTAF AC AIL FLWYDDYN** | **PROBATIONARY REPORT: ACADEMIC & RESEARCH** **(GRADE 7-9)****FIRST AND SECOND YEAR** |

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| **ENW / NAME** |  |
| **TEITL SWYDD/ JOB TITLE** |       |
| **ADRAN / DEPARTMENT** |       |
| **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?*( tick 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?*( tick 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?*( tick as appropriate)* |
| Ydyw/Yes [ ]  Ansicr/Uncertain [ ]  Nac Ydyw / No [ ]   |

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| 4. Os oes amodau cytundebol(e.e. dysgu Cymraeg, ennill doethuriaeth), a yw wedi eu cyflawni? | 4. Were there any contractual conditions (e.g. learning Welsh, gaining PhD) and have they been met? |
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| **AR GYFER DARLITHWYR YN UNIG** **(fel arall, ewch ymlaen I Gwestiwn 7)** | **FOR LECTURERS ONLY** **(otherwise go to Q7)** |
| 5. A yw wedi cofrestru ar gyfer cymhwyster PGCertHE?*(ticiwch fel y bo’n briodol)* | 5.Have they registered for the PGCert/HE qualification?*( tick as appropriate)* |
| Ydyw/ Yes [ ]  Ansicr/ Uncertain [ ]  Nac Ydyw / No [ ]  Amherthnasol /Not Applicable [ ]  |

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| 6. A ydyw ef/hi wedi gwneud cynnydd boddhaol i ennill cymhwyster PGCertHE ac, os yw hynny’n berthnasol, rhowch sylwadau ar y cynnydd a wnaed hyd yma? | 6. Has satisfactory progress been made to gain the PGCertHE qualification, and if applicable, please comment on the progress made so far?  |
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| 7. 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 8)*  | 7. 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 Q8)* |
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| 8. Nodwch isod os oes gennych unrhyw sylwadau ychwanegol ynglŷn â pherfformiad yr aelod staff: | 8. 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 [ ]  |
| PGCertHEannog i wneud cais/ encourage to apply [ ]  | PGCertHEannog i barhau/ encourage to continue [ ]  |
| Sylwadau / Comments:      |
| MEWNBWN AGRESSO / AGRESSO INPUT |
| DYDDIAD / DATE |       | LLOFNODI / INITIAL |       |