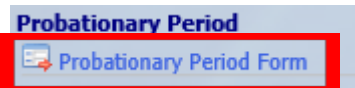


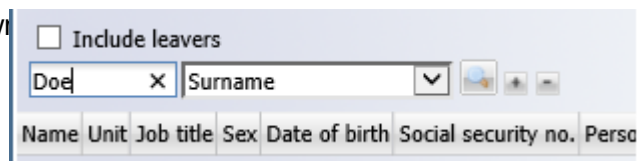
Rhoi Manylion Adolygu Cyfnod Prawf ar iTrent

A. Mynd at y Ffurflen Adolygu Cyfnod Prawf

1. Ewch i People Manager (iTrent)
2. Ar yr Hafan DEWISWCH y ddolen ar gyfer y Ffurflen Cyfnod Prawf (mae hwn yn y rhan Cyfnod Prawf)



3. NODWCH Gyfenw'r gweithiwr

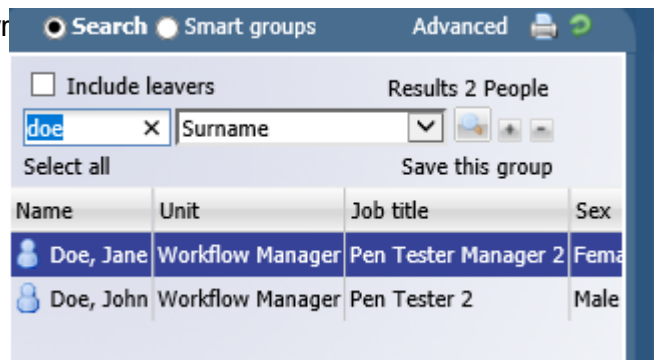


A screenshot of a search form. At the top, there is a checkbox labeled "Include leavers" which is unchecked. Below it is a search input field containing the text "Doe" and a dropdown menu labeled "Surname". To the right of the search field are three small icons: a magnifying glass, a plus sign, and a minus sign. Below the search field is a table with the following columns: "Name", "Unit", "Job title", "Sex", "Date of birth", "Social security no.", and "Perso".



Os mai dim ond un gweithiwr â'r cyfenw hwn sydd yn eich gweithlu, bydd y ffurflen yn AGOR

Fel arall ewch i gam 4

4. DEWISWCH y gweithiwr

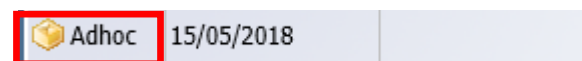


A screenshot of a search results interface. At the top, there are tabs for "Search" (selected), "Smart groups", and "Advanced". Below the tabs is a checkbox labeled "Include leavers" which is unchecked. To the right of the checkbox is the text "Results 2 People". Below the checkbox is a search input field containing the text "doe" and a dropdown menu labeled "Surname". To the right of the search field are three small icons: a magnifying glass, a plus sign, and a minus sign. Below the search field is a table with the following columns: "Name", "Unit", "Job title", and "Sex".

Name	Unit	Job title	Sex
 Doe, Jane	Workflow Manager	Pen Tester Manager 2	Fema
 Doe, John	Workflow Manager	Pen Tester 2	Male

Bydd y Ffurflen yn AGOR

Os oes adolygiad perfformiad eisoes yn y system ar gyfer y gweithiwr, bydd arnoch angen dewis Adolygiad Ad Hoc a bydd y ffurflen yn agor.



A screenshot of a button labeled "Adhoc" with a yellow hexagonal icon to its left. To the right of the button is a date field containing the text "15/05/2018". The button and the date field are highlighted with a red rectangular border.

B. Nodi Manylion ar y Ffurflen Adolygu Cyfnod Prawf

1. DEWISWCH y cam priodol

Performance review form: Probationary Period Review

Stage 1

Stage 2

Stage 3

Welcome to your probationary review record.

Please use this online form to record the discussions which take place at each stage of the process.

The probationary policy and supporting guides can be found in the Human Resources section on LINC.

Any areas identified where improvements are required should be logged in the review actions section in the stage when identified.

If you have any queries regarding this form or the probationary period process, please do not hesitate to contact HR and we will be happy to advise.

HR Direct 01824 706200 or hrdirect@denbighshire.gov.uk

PWYSIG – Peidiwch â chyflwyno'r ffurflen hyd oni chwblheir Cam 3 a bod dim gwybodaeth ar ôl i'w gofnodi.

2. Mae'r rhan gyntaf yn dangos Dyddiadau Allweddol y gweithiwr:

Key Dates	
DCC start date	01/09/2011
Position start date	01/09/2011
Continuous service date	01/11/2004

3. NODWCH ddyddiad y cyfarfod:

Date of Review

Please enter date complete (DD/MM/YY)

4. DEWISWCH naill ai 'Acceptable' neu 'Unacceptable' ymhob maes perfformiad:

Performance Areas	Acceptable	Unacceptable
Attendance and Time Keeping	<input checked="" type="radio"/>	<input type="radio"/>
Ability to Work with Minimal Supervision	<input checked="" type="radio"/>	<input type="radio"/>
Competency in role / Job specific skills	<input checked="" type="radio"/>	<input type="radio"/>
Compliance with DCC Dress Code	<input checked="" type="radio"/>	<input type="radio"/>
Work Relationships (Colleagues, Clients, Customers)	<input checked="" type="radio"/>	<input type="radio"/>

5. Adolygwch y rhestr o fodiwlau dysgu gorfodol y mae'r gweithiwr wedi'u cwblhau a rhoi TIC os yw'r gweithiwr wedi cwblhau'r holl fodiwlau gofynnol yn y cam hwn:

Please tick if all of the stage 1 Mandatory Learning Modules are complete. (Induction, Code of Conduct, Equalities, Violence Against Women, and Safeguarding.)

6. DEWISWCH naill ai 'Yes' neu 'No' ar gyfer y cwestiynau canlynol:

	Yes	No
Has the employee met satisfactory standards for the stage 1 review?	<input checked="" type="radio"/>	<input type="radio"/>
Are Reasonable Adjustments required?	<input checked="" type="radio"/>	<input type="radio"/>

7. NODWCH sylwadau'r rheolwr a sylwadau'r gweithiwr

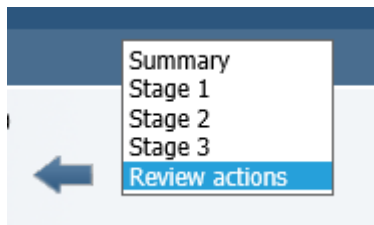
Sylwer: Mae gweithwyr yn medru gweld y Ffurflenni drwy'r porth Hunanwasanaeth, ond ni allant eu golygu.

Mae sylwadau'n medru cynnwys camau gweithredu neu ddulliau cymorth a gytunwyd, addasiadau rhesymol neu ffactorau lliniarol.

Cysylltwch ag Adnoddau Dynol os oes angen unrhyw gyfarwyddyd arnoch.

8. Mae'r cam hwn yn **ddewisol**:

Os na ddymunwch chi gofnodi camau gweithredu yn y rhan ar gyfer sylwadau'r rheolwr, gallwch eu cofnodi yn y rhan *Review Actions* drwy agor y gwymplen ar frig y ffurflen:



NODWCH y manylion ar y ffurflen a chlicio SAVE:

A screenshot of a form for adding review actions. The form has the following fields: 'Action details' (blue header), 'Description' (text input), 'Type' (dropdown menu), 'Owner' (dropdown menu with a search icon), 'Start date' (text input with a calendar icon), 'Due date' (text input with a calendar icon), 'Current status' (dropdown menu), 'Linked to type' (dropdown menu), and 'In progress' (text input). At the bottom, there are four buttons: 'Add' (blue), 'Remove' (red), 'Previous' (blue), and 'Save' (green), along with a 'Summary' button (blue).

Gallwch roi camau gweithredu ychwanegol os oes angen a gwasgu ADD

9. Llenwch y manylion ar gyfer camau 2 a 3 yn yr un ffordd pan gynhelir y cyfarfodydd hynny.

10. Wedi cwblhau pob cam (hynny yw, ar ddiwedd cam 3) a bod dim gwybodaeth ar ôl i'w gofnodi, cyflwynwch y ffurflen – wedyn bydd yr adolygiad wedi dod i ben ac ni fydd modd gwneud unrhyw newidiadau eraill.