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| **CYNNAL CYFWELIAD** | **CONDUCTING AN INTERVIEW** |
| **Ceir canllawiau cynhwysfawr ar y broses gyfweld ar dudalennau pecyn cymorth y rheolwr ar ceri net.**  **Egwyddorion:**   * Dylai’r cyfweliad werthuso cymhwysedd ac addasrwydd ymgeisydd i gyflawni gofynion swydd, fel y diffinnir gan y fanyleb person. * Dylai’r broses gael ei strwythuro a'i baratoi’n ofalus, gan gynnwys amserlen, lleoliad, ddewis iaith yr ymgeiswyr ac unrhyw anghenion arbennig gan ymgeiswyr anabl. * Mae'r Cyngor yn gadarn o blaid pobl anabl ac yn cydymffurfio â gofynion y 'dau dic'. Bydd ymgeiswyr anabl yn cael y cyfle i ymweld â'r gweithle cyn y cyfweliad er mwyn asesu unrhyw broblemau posibl y gall yr amgylchedd gyflwyno, er mwyn galluogi ystyriaeth i ffyrdd o'u goresgyn. * Wrth asesu ymgeiswyr ag anableddau, bydd rheolwyr yn ystyried y ddyletswydd a osodir gan y Ddeddf Cydraddoldeb i ystyried yn gadarnhaol unrhyw addasiadau rhesymol a allai fod yn angenrheidiol i'r amgylchedd gwaith ac arferion gwaith. * Mae'r daflen sgorio cyfweliad yn ddogfen gyfrinachol a bydd yn cael ei anfon ymlaen at Adnoddau Dynol gyda gweddill y dogfennau recriwtio a dethol i’w cadw am 12 mis.   **Cyfrifoldebau Cadeirydd y Panel:**  **Cyn y Cyfweliad**   * trefnu'r ystafell a dodrefn mewn fformat addas i'r cyfweliad yr ydych yn ei wneud. Y cynllun delfrydol yw cael bwrdd crwn neu sgwâr gall y panel a'r ymgeisydd yn eistedd o amgylch. * sicrhau bod yr holl offer angenrheidiol yn gwbl weithredol * os oes ffôn yn yr ystafell – sicrhewch fod galwadau yn mynd i ffôn arall * darparu dŵr ar gyfer y panel a'r cyfwelai * os yn bosibl sicrhau bod y cyfleai yn wynebu i ffwrdd o unrhyw ffenestri i leihau unrhyw wrthdyniadau * cytuno pwy sy'n gofyn pa gwestiynau * sicrhau bod aelodau'r panel yn cael taflenni sgorio ac yn ymwybodol y gall unrhyw nodiadau sy'n cael eu gwneud ar y taflenni gael ei gweld gan ymgeiswyr yn y dyfodol   **Agor y Cyfweliad**   * croesawu'r ymgeisydd a chyflwyno pawb (enw a swyddogaeth) * cyflwyniad byr i'r rôl * egluro fformat y cyfweliad a pha mor hir y disgwylir iddo gymryd * hysbysu y bydd aelodau'r panel yn cymryd nodiadau   **Yn ystod y Cyfweliad**   * dechrau’r cyfweliad gyda chwestiynau llai beichus i helpu’r ymgeisydd ymlacio * sicrhau bod yr holl ymgeiswyr yn ateb yr un cwestiynau craidd * sicrhau bod yr holl gwestiynau yn gysylltiedig â’r swydd ac ni ofynnir cwestiynau sy’n ymwneud ag amgylchiadau domestig * sicrhau bod y cyfweliadau yn cael eu cynnal yn unol â strategaeth cydraddoldeb y Cyngor * sicrhau bod copi o'r tystiolaeth bod ymgeiswyr yn deilwng i weithio yn y DU yn cael ei gadw. * os oes unrhyw gymwysterau neu aelodaeth wedi’u nodi fel rhai gorfodol rhaid gwneud copi o’r dystysgrif / prawf perthnasol   **Cau'r Cyfweliad**   * sicrhau bod holl gwestiynau yr ymgeisydd wedi’u ateb * cadarnhau cyfnod rhybudd a manylion cyswllt yr ymgeisydd * Dywedwch wrthynt sut a phryd y byddant yn cael gwybod am y canlyniad * Diolchwch i'r ymgeisydd am eu hamser a'u diddordeb   **Ar ôl y Cyfweliad**   * sicrhau bod cofnod yn cael ei gadw o sut mae pob ymgeisydd wedi ei raddio yn erbyn gofynion y swydd. Dylai'r taflenni sgorio cyfweliad cael ei ddefnyddio i wneud hyn. Mae hyn yn hynod o bwysig gan os bydd ymgeisydd yn teimlo ei bod wedi dioddef gwahaniaethu, y taflenni hyn bydd yn profi bod yr ymgeisydd wedi’i drin yn deg ac wedi’i barnu yn erbyn gofynion clir. Dylai'r nodiadau fod yn ffeithiol ac yn gywir. * dychwelyd y taflenni sgorio wedi’i gwblhau'n llawn ynghyd â'r matrics llunio rhestr fer ag unrhyw dogfennaeth recriwtio a dethol eraill sydd gennych i Adnoddau Dynol.   **Gwneud cynnig**  Unwaith bod y panel wedi gwneud eu penderfyniad, dylai Cadeirydd y panel gwneud cynnig llafar i'r ymgeisydd llwyddiannus. Wrth wneud y cynnig llafar, dylai'r cyfleu'r pwyntiau allweddol canlynol:   * Y raddfa gyflog a'r hicyn bydd yr ymgeisydd yn derbyn * Y dyddiad dechrau a’r oriau gwaith / patrwm gwaith * Bod y cynnig yn un amodol ar gwblhau gwiriadau cyn cyflogi yn foddhaol * pob penodiad yn cael eu gwneud yn amodol ar gyfnod prawf o chwe mis   Dylai Cadeirydd y panel yn cysylltu â'r ymgeiswyr sy'n weddill i roi gwybod iddynt eu bod wedi bod yn aflwyddiannus a rhoi adborth os gofynnir am hynny.  **Prosesu'r ymgeiswyr**  Unwaith bod pob ymgeisydd wedi cael gwybod ar lafar ynghylch a ydynt wedi bod yn llwyddiannus neu beidio, rhaid i'r Rheolwr Recriwtio prosesu'r ymgeiswyr ar ceri | rheolwr pobl drwy fynd i'r ardal 'Recriwtio' a'r sgrin hafan a dilyn y dolenni yn yr adran cyfweliad. | ***Full guidance on the interviewing process is available on the manager’s toolkit pages of ceri net.***  ***Principles:***   * *The interview should evaluate a candidate's competence and suitability to fulfil the requirements of a post, as defined by the person specification.* * *The process should be carefully structured and prepared, including timetable, venue, and reception of candidates, their Welsh/English language preference and any special needs of disabled candidates.* * *The Council is a positive about disabled people organisation and complies with the 'two ticks' requirements. Disabled candidates will be given the opportunity to visit the workplace prior to interview in order to assess any potential problems the environment may present, and enable consideration to be given to means of overcoming them.* * *In assessing candidates with disabilities, managers will have regard to the duty imposed by the Equality Act to consider positively any reasonable adjustments that might be necessary to the working environment and work practices.* * *The interview scoring sheet is a confidential document and will be forwarded to HR with the remainder of the recruitment and selection documents to be retained for 12 months.*   *Panel Chair Responsibilities:*  ***Before the Interview***   * *arrange the room and furniture in a format suitable to the particular interview you are doing. An ideal layout is to have a round or square table around which the panel and the candidate can sit.* * *ensure that all necessary equipment is fully functional* * *if there is a telephone in the room - forward calls to another office* * *provide water for the panel and the interviewee* * *if possible place the interview's chair facing away from any windows to minimise any distractions to them* * *agree who is asking what questions* * *ensure that panel members are given scoring sheets and are aware that any notes that are made on the scoring sheets can be viewed by candidates at a later date*   ***Opening the Interview***   * *welcome the candidate and introduce everyone (name & role)* * *give a brief introduction to the role* * *explain the format of the interview and how long it is expected to take* * *inform that members of the panel will be taking notes*   ***During the Interview***   * *begin the interview with less demanding questions to put the candidate at ease* * *ensure all candidates are asked the same core questions* * *ensure all questions are job-related and questions relating to domestic circumstances are not asked* * *ensure the interviews are carried out in line with the Council's equality strategy* * *ensure that a copy of the candidates eligibility to work in the UK is obtained.* * *if any qualifications or memberships are specified as being mandatory make a copy of relevant certificate/proof*   ***Closing the Interview***   * *ensure all of the candidates questions have been answers* * *confirm the candidates notice period and contact details* * *Tell them how and when they will be informed of the outcome* * *Thank the candidate for their time and interest*   ***After the Interview***   * *ensure that a record is kept of how each candidate is rated against the job requirements. The interview scoring sheets should be used to do this. This is extremely important as if a candidate feels they have been discriminated against it is these sheets that will prove the applicant was treated fairly and judged against clear requirements. The notes should be factual and accurate.* * *return the fully completed scoring sheets along with the shortlisting matrix and other recruitment and selection documentation you have to HR.*   ***Making an offer***  *Once the panel has made their decision, the Chair of the panel should verbally offer the position to the successful candidate. When a verbal offer of employment is made the following key points should be covered:*   * *The salary scale and the increment that the candidate is to be appointed to* * *The start date and working hours/pattern of work* * *The offer is subject to satisfactory completion of pre-employment checks* * *all appointments are made subject to a probationary period of six months*   *The Chair of the panel should contact the remaining candidates to let them know they have been unsuccessful and provide feedback if requested.*  *Processing the candidates*  *Once all candidates have been verbally told as to whether they have been successful or not the Recruiting Manager must process the candidates on ceri | people manager by going to the 'Recruitment' area of the home screen and following the links in the interview section.* |



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| **Teitl y Swydd /**  ***Job Title:*** |  | | | | | **Gwasanaeth/**  ***Service:*** |  | **Dyddiad Date/**  **Interview Date:** | |  | | | |
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| **Enw’r Ymgeisydd / *Name of Candidate:*** | | | |  | | | | | | | | | |
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| **RHAN A: CWESTIYNAU CYFWELD**  ***PART A: INTERVIEW QUESTIONS*** | | **PWRPAS: i safoni'r wybodaeth a gofnodwyd yn ystod y cyfweliad. Anogir i'r cyfwelwyr i ddefnyddio'r adran "Nodiadau" i gefnogi sgôr pob ymgeisydd.**  ***PURPOSE: to standardise the recording of information during interview. Interviewers are encouraged to use the "Notes" section to support each applicant's score.*** | | | | | | | | | | | |
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| ***Allwedd Sgorio: 1 = Annerbyniol 2 = Llai Na Boddhaol 3 = Boddhaol 4 = Gwell Na Boddhaol 5 = Eithriadol***  ***Scoring Key: 1 = Not Acceptable 2 = Below Satisfactory 3 = Satisfactory 4 = Above Satisfactory 5 = Exceptional*** | | | | | | | | | | | | | |
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| **Cwestiwn /**  ***Question*** | | | | | | **Nodiadau */***  ***Notes*** | | | **Sgôr / Score** | | | | |
| **1** | **2** | **3** | **4** | **5** |
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| **RHAN B: GWERTHUSIAD MANYLEB PERSON TERFYNOL**  ***PART B: FINAL PERSON SPECIFICATION EVALUATION*** | | | | **PWRPAS: Gwerthusiad terfynol o sut mae'r ymgeisydd yn bodloni'r meini prawf a restrir ym manyleb y person o wybodaeth a gafwyd o'r ffurflen gais, mewn cyfweliad neu unrhyw asesiad arall.**  ***PURPOSE: Final evaluation of how the candidate meets the criteria as listed in the person specification from information gained from the application form, at interview or any other assessment.*** | | | | | | | | | | | | | |
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| ***Allwedd Sgorio: 1 = Annerbyniol 2 = Llai Na Boddhaol 3 = Boddhaol 4 = Gwell Na Boddhaol 5 = Eithriadol***  ***Scoring Key: 1 = Not Acceptable 2 = Below Satisfactory 3 = Satisfactory 4 = Above Satisfactory 5 = Exceptional*** | | | | | | | | | | | | | | | | |
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| **Meini Prawf y Manyleb Person / *Person Specification Criteria*** | | | | | **Aseswyd gan / *Assessed by*: (🗸)** | | | | | **Sgôr / Score** | | | | | | | |
| **Ffurflen Gais /**  ***Application*** | | **Cyfweliad / *Interview*** | | **Prawf /**  ***Test*** |
| **1** | | | **2** | **3** | **4** | **5** | |
| **CYMWYSTERAU / *QUALIFICATIONS*** | | | | |  | |  | |  |  | |  | |  |  |  | |
| **LEFELAU ALTE / ALTE LEVELS** | | | | |  | |  | |  |  | |  | |  |  |  | |
| **SGILIAU PERSONOL / *PERSONAL SKILLS*** | | | | |  | |  | |  |  | |  | |  |  |  | |
| **SGILIAU YMAREFEROL / *PRACTICAL SKILLS*** | | | | |  | |  | |  |  | |  | |  |  |  | |
| **PROFIAD / *EXPERIENCE*** | | | | |  | |  | |  |  | |  | |  |  |  | |
| **ARALL / OTHER** | | | | |  | |  | |  |  | |  | |  |  |  | |
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| **Enw’r Aelod o’r Panel Dewis /**  ***Name of Selection Panel Member:*** |  | | | | | | | | | | | | | | | | |
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| **Arwyddwyd / Signed:** |  | | | | | | | **Dyddiad / Date:** | | |  | | | | | | |