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| **LLUNIO RHESTR-FER** | **SHORTLISTING** |
| **Arweiniad:*****Ceir canllawiau cynhwysfawr ar y broses o lunio rhestr fer ar dudalennau pecyn cymorth y rheolwr ar ceri net.**** Mae'r broses o lunio rhestr fer yn un cyfrinachol
* Yn ddelfrydol dylai’r panel llunio rhestr fer a'r panel cyfweld cynnwys yr un aelodau. Lle nad yw hyn yn bosib, dylai'r panel llunio rhestr-fer gynnwys o leiaf un aelod o'r panel cyfweld a pherson priodol arall.
* Dylai unrhyw aelod o'r panel Cyfweld / Rhestr Fer, sy’n gwybod unrhyw ymgeisydd heblaw fel aelod o staff Cyngor Sir Ceredigion, ddatgan hyn i Gadeirydd y Panel.
* Dylech ddefnyddio'r ffurflen gais yr ymgeisydd ar gyfer llunio rhestr fer. Ni ddylai unrhyw ddogfennau / gwybodaeth ychwanegol, gan gynnwys cv sydd wedi ei atodi wrth y ffurflen gais gael ei defnyddio fel rhan o'r broses o lunio rhestr fer.
* Mae'r Cyngor yn cefnogi'r cynllun "Positif am Bobl Anabl" (y cynllun dau dic). **Dylai unrhyw ymgeisydd sydd o'r farn bod ganddynt anabledd o dan y cynllun Dau Dic ac sy'n bodloni'r holl feini prawf hanfodol cael ei cyfweld,** hyd yn oed os oes gwell ymgeiswyr wedi bodloni'r meini prawf ond heb gael eu gwahodd i gyfweliad. Cyfrifoldeb y Cadeirydd i wneud nodyn o unrhyw ymgeiswyr sydd wedi datgan eu bod yn anabl yn eu cais.
* **PEIDIWCH** ag ychwanegu unrhyw feini prawf newydd yn ystod y cam llunio rhestr fer.
* Rhaid i'r ffurflenni gael eu cwblhau'n llawn, yn ddarllenadwy ac yn briodol gan y gall ymgeiswyr ofyn am adborth a hefyd wneud cais i weld yr holl ddogfennau Recriwtio a Dethol.
* Mae canllawiau pellach ar y broses ac egwyddorion llunio rhestr fer ar y ceri | net.

**Defnyddio'r Matrics:*** Dylai pob aelod o'r panel llunio rhestr fer cael copi eu hunain o'r matrics.
* Dylai'r matrics llunio rhestr fer cael ei ddefnyddio i gofnodi ystyriaethau y panel ar gyfer pob ymgeisydd. Dylai dangos yn glir pa ymgeiswyr sy’n bodloni pa feini prawf a pham eu bod yn y rhestr fer.
* Dylai pob matrics rhestr fer cael ei gadw gan Gadeirydd y Panel tan ddiwedd y broses ddethol. Yna dylai pob dogfennaeth recriwtio a dethol cael eu hanfon at HR.
 | **Guidance:*****Full guidance on the short-listing process is available on the manager’s toolkit pages of ceri net.**** The short-listing process is confidential
* Ideally the shortlisting panel and the interview panel should comprise of the same members. Where this is not possible, the selection panel should comprise of at least one member of the interview panel and another appropriate person.
* Any member of the Interview/Short-listing Panel, who knows any candidate other than as a member of Ceredigion County Council staff, must declare this to the Panel Chair.
* You should only use the candidate’s application form for shortlisting. Any extra documents/ information, including cv’s attached to the application form should not be used as part of the shortlisting process.
* The Council supports the “Positive about Disabled People” scheme (two ticks scheme). Any applicant who considers themselves to have a disability under the Two Ticks scheme and who meets all the essential criteria on the Person Specification is guaranteed an interview, even if there are better candidates who have met the criteria but have not been invited to interview. It is the Chair’s responsibility to make a note of any applicants who have stipulated that they are disabled in their application.
* DO NOT introduce any new criteria at the short-listing stage.
* The forms must be completed fully, legibly and appropriately as candidates can request feedback and also request to see all of the Recruitment & Selection documents.
* Further guidance on the process and principles of shortlisting are on the ceri | net.

Using the Matrix:* Each member of the short-listing panel should have their own copy of the matrix.
* The short-listing matrix should be used to record the panel’s considerations of each applicant and show clearly which applicants meet which criteria and why they were short-listed.
* All completed shortlist matrix should be retained by the Panel Chair until the end of the selection process. At that point all recruitment and selection documentation should be sent to HR
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| **Teitl y Swydd /** ***Job Title:*** |  |
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| **Enw’r Aelod o’r Panel Rhestr Fer /** ***Name of Shortlisting Panel Member:*** |  |
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| **O’r wybodaeth a gafwyd ar y ffurflen gais nodwch a ydych chi’n credu bod yr ymgeisydd yn cyflawni gofynion hanfodol y swydd drwy ysgrifennu IE neu NA gyferbyn a phob un o’r meini prawf.*****From information provided on the application form please indicate whether in your opinion the applicant meets the essential requirements of the post by placing YES or NO against each of the following criteria.*** |
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|  | **Ymgeisydd 1 / *Candidate 1:*** | **Ymgeisydd 2/ *Candidate 2:*** | **Ymgeisydd 3/ *Candidate 3:*** | **Ymgeisydd 4/ *Candidate 4:*** | **Ymgeisydd 5/ *Candidate 5:*** | **Ymgeisydd 6/ *Candidate 6:*** |
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| **GOFYNION HANFODOL / ESSENTIAL REQUIREMENTS** |
| **CYMWYSTERAU / *QUALIFICATIONS*** |  |  |  |  |  |  |
| **PROFIAD / *EXPERIENCE*** |  |  |  |  |  |  |
| **SGILIAU PERSONOL / PERSONAL SKILLS** |  |  |  |  |  |  |
| **LEFELAU ALTE / ALTE LEVELS** |  |  |  |  |  |  |
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| **DYMUNOL (Ond yw ddefnyddio os nad yw un ymgeisydd yn cwrdd a’r gofynion hanfodol /** ***DESIRABLE (Only use if none of the candidates meet the essential criteria)*** |
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| **Arwyddwyd / Signed:** |  | **Dyddiad / Date:** |  |