PERFORMANCE CHECKLIST

GENERAL ELECTION

Booth No: ..................................................  ELECTORATE: ..................................................
SDRO / DRO: ..................................................  POLL CLERK: ..........................................
Times Visited: ................................................................

☑ For Satisfactory  ❌ For Unsatisfactory

CHECKLIST – BEFORE POLLING DAY – RETURNING OFFICER

☑ Completed pre training workbook
☐ Attended training session

CHECKLIST – POLLING DAY – RETURNING OFFICER AND HEADQUARTERS STAFF

NB: Responsibility of Polling Place is at direction of DRO in charge.

☐ Signposting Polling Place  ☑ Procedures for dealing with voters being carried out

☐ interior layout booth furniture and positioning of staff  ☐ Language signs visible

☐ Ballot markers working, no campaign literature or graffiti present  ☑ Provision for waiting voters

☐ Customer care  ☐ General presentation of Polling Place and general demeanour of staff

Your comments: ................................................................
..............................................................................
..............................................................................

CHECKLIST – AFTER POLLING DAY – RETURNING OFFICER AND HEADQUARTERS STAFF

☐ State of returned supplies  ☐ Standard of marking of Certified Booth Roll

☑ Accuracy of returns

FUTURE EMPLOYMENT – RETURNING OFFICER

☑ Re-employ SDRO  ☐ Do not re-employ  ☐ Promote

☐ Re-employ DRO  ☐ Do not re-employ  ☐ Promote

☐ Re-employ Poll Clerk  ☑ Do not re-employ  ☑ Promote