



PERFORMANCE CHECKLIST

GENERAL ELECTION

Booth No: ELECTORATE:

SDRO / DRO: POLL CLERK:

Times Visited:*



For Satisfactory



For Unsatisfactory

CHECKLIST – BEFORE POLLING DAY – RETURNING OFFICER

c / 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

c /

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

c /

Provision for waiting voters



Customer care



General presentation of Polling Place and general demeanour of staff

Your comments:

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CHECKLIST – AFTER POLLING DAY – RETURNING OFFICER AND HEADQUARTERS STAFF



State of returned supplies



Standard of marking of Certified Booth Roll

c / Accuracy of returns

FUTURE EMPLOYMENT – RETURNING OFFICER

c /

Re-employ SDRO



Do not re-employ



Promote



Re-employ DRO



Do not re-employ



Promote



Re-employ Poll Clerk

c /

Do not re-employ

c /

Promote