

INDORSEMENT BY AGENT.

Indian Industrial School
Carlisle, Pa. June 18, 1897
Agency,

The statements herein contained in regard to the employees of the Carlisle
Indian Industrial School are, in my opinion, correct

W. H. Prad

Capt. 10th Cavalry Supt.

24275 OFFICE OF Indian Affairs
Rec'd JUN 19 1897

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June 18, 1897

EFFICIENCY REPORT
OF
EMPLOYEES
OF

Indian Industrial School,
Carlisle Barracks, Pa. Agency.

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EFFICIENCY REPORT OF SCHOOL EMPLOYEES.

INSTRUCTIONS TO AGENTS AND BONDED SUPERINTENDENTS.

The within "Efficiency Blank" must be carefully and conscientiously filled out. It is intended for a permanent record of the school employees, and must not be hastily prepared. This record should reflect the honest, candid, and matured judgment of agents and superintendents upon the effective industry, conduct, and capacity of each employee named, and when thus prepared will furnish the data upon which the future welfare in the service of these employees will largely be based.

The descriptive words to be used in the efficiency reports under all headings are "Excellent," "Good," "Fair," "Poor," and their significance and weight are as follows:

Excellent—Being equivalent to a recommendation for promotion.

Good—Intended to permit the employee to whom it is applied to remain without promotion or reduction.

Fair—Equivalent to a recommendation for reduction.

Poor—Equivalent to a recommendation for dismissal.

In column "Special lines of skill and fitness," give those lines in which the employee appears to be proficient, other than those necessary for properly filling the position to which he is appointed.

If the discharge or transfer of an employee is recommended, the reasons for same must be fully and explicitly set forth.

The superintendent of a reservation school will fill out and sign this blank. If the agent concurs in the recommendations of the superintendent, he will also sign the same in the proper place. If he does not concur, he will clearly and succinctly indorse his personal opinion therefor.

To his indorsement of this report as to employees of a reservation boarding school, the agent will fill out blanks under all headings opposite the superintendent of the school, and add such information in regard to him as he may deem necessary for the best interests of the school and service.

Agents and superintendents can not be too careful in preparing this blank, and should bear in mind that "an adverse report of an officer of the department to whom the Indian Office has a right to look for information regarding the conduct of the schools will ordinarily be deemed sufficient cause for suspension or removal of any school employee."

These "Efficiency Reports" must be forwarded to the Indian Office on December 1 and April 1 of each year.

A duplicate copy of this report should be retained for record in the agency or school files.

2427 June 97.

NAME OF EMPLOYEE.	POSITION.	GENERAL EFFICIENCY.	COURTESY TO OTHER EMPLOYEES.	KINDNESS TO CHILDREN.	NEATNESS IN DRESS AND HABITS.	GENERAL CONDUCT AND SPEECH.	INTEREST IN GENERAL SUCCESS OF SCHOOL.	STATE OF HEALTH.	SPECIAL LINES OF SKILL AND FITNESS.	RACE.	RECOMMENDATIONS AND REMARKS.
R. H. Pratt	Superintendent										
A. J. Standing 37	Asst. "	good	good	good	good	good	good	good		W.	
H. B. Beist 37	Clerk	"	"	"	"	"	"	"	clerical	"	
Dennison Wheelock 39	Asst. "	"	"	"	"	"	"	"	clerk-music	I	
W. Frank Thompson 38	Disciplinarian	"	"	"	"	"	"	excellent	physical instruction	W.	
O. W. Bakeliss 38	Principal Teacher	"	"	"	"	"	"	"	teaching	"	
Emma A. Cutler 38	Senior	"	"	"	"	"	"	good	"	"	
Florine M. Carter 38	Teacher	"	fair	"	"	"	"	excellent	"	"	
J. A. Henderson 38	"	"	good	"	"	"	"	fair	"	"	
Jennie P. Cochran 38	"	"	"	"	"	"	"	"	"	"	
Kate S. Powers 39	"	"	"	"	"	"	"	"	"	"	
Fannie J. Peter 39	"	"	"	"	"	"	"	good	"	"	
Carrie E. Checkley 39	"	"	"	"	"	"	"	"	"	"	
Bessie H. Lumbine 39	Asst. "	"	"	"	"	"	"	"	"	"	
Hellie V. Robertson 39	"	"	"	"	"	"	"	"	"	I	
Mary Bailey 39	"	"	"	"	"	"	"	"	"	I	
Jeanette L. Jensen 39	Music Teacher	"	"	"	"	"	"	"	"	W.	
Rebecca J. Sawyer 40	Asst. "	"	"	"	"	"	"	"	"	"	
Jenny Ericson 40	Lloyd	"	"	"	"	"	"	"	"	"	
Elizabeth E. Forster 40	Drawing	"	"	"	"	"	"	"	"	"	
M. Burgess 40	Supr. Printing	"	"	"	"	"	"	"	teaching printing	"	
A. S. Ely 40	Cutting Agent	"	"	"	"	"	"	"	cutting agent	"	
L. R. Shaffner 40	Matron	"	"	"	"	"	"	"	Matron	"	
Lida B. Diven 40	Asst. "	"	"	"	"	"	"	"	"	"	
Mary E. Campbell 41	"	"	"	"	"	"	"	"	"	"	
Prudence Miles 41	"	"	"	"	"	"	"	"	"	"	
Martha B. Hensch 41	"	fair	fair	good	"	fair	fair	"	"	"	
A. J. Luckenbach 41	Clerk	good	good	"	"	good	good	"	clerk-teaching	"	
Anna Pratt 41	"	"	"	"	"	"	"	"	steno-graphy	"	
M. S. Barr 41	Nurse	"	"	"	"	"	"	good	nurse	"	
Carrie E. Hulme 41	Seamstress	"	"	"	"	"	"	"	seamstress	"	
Ella G. Hill 42	Laundress	"	"	"	"	"	"	"	laundress	"	
Carrie Thomas 42	Asst. "	"	"	"	"	"	"	"	asst. "	W.	
Lizzie James 42	"	"	"	"	"	"	"	"	"	W.	
Jennie Wolf 42	"	"	"	"	"	"	"	"	"	"	
Annette Dinson 42	"	"	"	"	"	"	"	fair	"	I	
E. Corbett 42	Seamstress	"	"	"	"	"	"	"	seamstress	W.	
Mary E. Livingston 42	"	"	"	"	"	"	"	good	"	"	
Lizzie C. Jacobs 43	"	"	"	"	"	"	"	"	"	"	
Elsie Jeanes 43	"	"	"	"	"	"	"	"	"	"	
C. R. Thomas 43	"	fair	"	"	"	"	"	fair	"	"	
O. J. Harris 43	Blacksmith & Wagoner	good	"	"	fair	"	"	good	mechanical	"	Growing deaf
August Kessler 43	Storekeeper	"	"	"	good	"	"	"	storekeeper	"	
W. Gardner 43	Carpenter	"	"	"	"	"	"	"	carpenter	"	
J. Scott Bushman 43	Farmer	"	"	fair	fair	fair	fair	"	farmer	"	
Elmer Snyder 44	Tailor	"	"	good	good	good	good	"	tailor	"	

NAME OF EMPLOYEE.	POSITION.	GENERAL EFFICIENCY.	COURTESY TO OTHER EMPLOYEES.	KINDNESS TO CHILDREN.	NEATNESS IN DRESS AND HABITS.	GENERAL CONDUCT AND SPEECH.	INTEREST IN GENERAL SUCCESS OF SCHOOL.	STATE OF HEALTH.	SPECIAL LINES OF SKILL AND FITNESS.	RACE.	RECOMMENDATIONS AND REMARKS.
Levi St. Cyr 44	Asst Printer	good	good	good	good	good	good	good	printing	S	
Ed. N. Heartness 44	Printer	fair	"	"	"	"	fair	"	"	N	
George St. Kempf 44	Wagonmaker	"	"	"	poor	fair	"	"	"	"	Losing efficiency through age and deafness.
W. H. Morrill 44	Shoemaker	"	"	"	good	good	"	"	"	"	
Harry F. Weber 44	Engineer	good	"	"	fair	fair	good	"	"	"	
Clump Hoarlan 44	Asst. Printer	"	"	"	"	good	"	"	"	"	
J. L. Dandridge 45	Cook	"	"	"	good	"	"	"	"	N	
Laura A. Dandridge 45	Asst.	"	"	"	"	"	"	"	"	"	
Phil. Norman 45	Painter	"	"	"	fair	fair	"	"	"	N	
Benus Pierce 45	Fireman	"	"	"	good	good	"	"	"	S	
Joseph N. Jordan 45	"	"	"	"	"	"	"	"	"	N	
George Paulk 45	Teamster	fair	"	"	"	"	"	"	"	"	
William Gray 45	Dairyman	good	fair	"	fair	fair	"	"	"	N	
Leander Gonsworth 46	Asst Printer	"	good	"	good	good	"	"	"	S	
Lucy Smith	" Baker	"	"	"	"	"	"	"	"	"	
Joseph S. Bean	Disciplinary	"	"	"	"	"	"	"	"	"	

The above statement in regard to the employees of the Carlisle Indian Industrial School is correct, according to the best of my knowledge and belief.

R. H. Pratt, *Capt. 10th Cav.*, Superintendent.