

INDORSEMENT BY AGENT.

Agency, _____, 189

The statements herein contained in regard to the employees of the _____

School are, in my opinion, _____

54203

OFFICE OF
Indian Affairs
REC'D DEC 2

1898

54/26

Dec. 1, 1898

EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,
Carlisle Barracks, Pa. Agency.

File ✓

E

H

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.

54203/98 Dec

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	Asst. "	good	good	good	good	good	good	good		W.	
✓ O. H. Bakelala	Principal Teacher	"	"	"	"	"	"	"	Teaching	"	
✓ W. B. Beitzel	Clerk	"	"	"	"	"	"	"	Clerical	"	
✓ W. Grant Thompson	Disciplinarian	"	"	"	"	"	"	"	Physical Instructor	"	
✓ Dennison Wheelock	Asst. Clerk	"	"	"	"	"	"	"	Clerical-music	I	
✓ M. Burgess	Sup't. Printing	"	"	"	"	"	"	"	Printing	W.	
✓ A. S. Oly	Outing Agent	"	"	"	"	"	"	"	Outing Agent	"	
✓ L. P. Shaffner	Matron	"	"	"	"	"	"	"	Matron	"	
✓ Emma A. Cutter	Senior Teacher	"	"	"	"	"	"	"	Teaching	"	
✓ O. J. Harris	Blacksmith & Wagonmaker	"	"	"	fair	"	"	"	mechanical	"	
✓ H. Gardner	Carpenter	"	"	"	good	"	"	"	Carpenter	"	
✓ August Kensler	Storekeeper	"	"	"	"	"	"	"	Storekeeper	"	
✓ A. S. Luckenbach	Clerk	"	"	"	"	"	"	"	clerk & teaching	"	
✓ Lida B. Liren	Asst. Matron	"	"	"	"	"	"	"	Matron	"	
✓ M. S. Barr	Nurse	"	"	"	"	"	"	"	Nurse	"	
✓ J. Scott Bushman	Farmer	fair	"	fair	"	fair	fair	"	Farmer	"	
✓ Nelson Snyder	Tailor	good	"	good	"	good	good	"	Tailor	"	
✓ Kate S. Bowersox	Normal Teacher	"	"	"	"	"	"	"	Teaching	"	
✓ Harry F. Weber	Engineer	"	"	"	fair	"	"	"	Engineer	"	
✓ Carrie E. Holmes	Seamstress	"	fair	fair	"	fair	fair	fair	Seamstress	"	
✓ Florence M. Carter	Teacher	"	good	good	good	good	good	good	Teaching	"	
✓ Jessie W. Cook	"	"	"	"	"	"	"	"	"	"	
✓ Jennie P. Cochran	"	"	"	"	"	"	"	"	"	"	
✓ Fannie S. Peter	"	"	"	"	"	"	"	"	"	"	
✓ Mariette Wood	"	"	"	"	"	"	"	"	"	"	
✓ Carrie C. Wukley	"	"	"	"	"	"	"	"	"	"	
✓ Nellie V. Robertson	"	"	"	"	"	"	"	"	"	I	
✓ Bessie Barclay	"	"	"	"	"	"	"	"	"	W	
✓ Mary Bailey	"	"	"	"	"	"	"	"	"	I	
✓ Fannie C. Paul	"	"	"	"	"	"	"	"	"	W	
✓ Fannette L. Senseney	Music Teacher	"	"	"	"	"	"	"	Vocal music	"	
✓ Rebecca J. Sawyer	"	"	"	"	"	"	"	"	Inst. "	"	
✓ Jenny Ericson	Sloyd	"	"	"	"	"	"	"	Sloyd	"	
✓ Elizabeth C. Forster	Drawing	"	"	"	"	"	"	"	Drawing	"	
✓ Mary E. Campbell	Asst. Matron	"	"	"	"	"	"	"	Matron	"	
✓ Prudence Miles	"	"	"	"	"	"	"	"	"	"	
✓ Edith M. Cook	Clerk	"	"	"	"	"	"	"	clerk and stenographer	"	
✓ Kate F. Butler	"	"	"	"	"	"	"	"	clerk and stenographer	"	
✓ Ella S. Hill	Laundress	"	fair	fair	"	"	"	"	music	"	
✓ J. Banks Ralston	Asst. Disciplinarian	"	good	good	"	"	"	"	Disciplinarian	"	
✓ Ed. W. Harkness	Tinner	fair	"	fair	fair	fair	fair	"	Tinner	"	
✓ George W. Kemp	Harnessmaker	good	"	good	"	"	"	"	Harnessmaker	"	
✓ W. H. Morritt	Shoemaker	"	"	"	good	good	good	"	Shoemaker	"	
✓ Oliver Harlan	Asst. Farmer	"	"	"	"	"	"	"	Farmer	"	
✓ J. L. Dandridge	Cook	"	fair	"	"	fair	"	"	Cook	N.	

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

54203/Dec. 91

R. H. Pratt
Maj. 1st Cav'y., U. S. A., Superintendent.

NAME OF EMPLOYEE.	POSITION.	GENERAL EFFICIENCY.	CONDUCT TO OTHER EMPLOYEES.	KINDNESS TO CHILDREN.	NEATNESS IN DRESS AND HABITS.	GENERAL CONDUCT AND SPEECH.	INTEREST IN GENERAL SUCCESS OF SCHOOL.	CLASSIFICATION OF HEALTH.	SPECIAL LINES OF SKILL AND FITNESS.	RACE.	RECOMMENDATIONS AND REMARKS.
169 160 ✓ Gertrude E. Simmons	Asst. Teacher	good	good	good	good	good	good	good	Teaching and music	I.	
✓ W. D. Lowery	"	"	"	"	"	"	"	"	Teaching	U.	
✓ Phil Norman	Wagon Painter	"	"	"	"	"	"	"	Painter	"	
✓ James P. Wheelock	Band mgr. Asst. Painter	"	"	"	"	"	"	"	Band mgr. & Printing	I	
✓ Levi St. Cyr.	Asst. Printer	"	"	"	"	"	"	"	Printing	"	
✓ Joseph V. Jordan	Fireman	"	"	"	"	"	"	"	Fireman	N.	
✓ Robert E. Wilson	Asst. mation	fair	"	"	"	"	"	"	mation	U.	
✓ William Gray	Dairyman	good	"	"	"	"	"	"	Dairyman	"	
✓ Benrus Pierce	Fireman	"	"	"	fair	fair	"	"	Fireman	I	
✓ George Foulke	Teamster	"	"	"	good	good	"	"	Teamster	N.	
✓ Laura A. Wandridge	Asst. Cook	"	fair	"	"	"	"	"	Cook	"	
✓ C. Corbett	" Seamstress	"	good	"	"	"	"	fair	Seamstress	U.	
✓ Mary C. Liningier	"	"	"	"	"	"	"	good	"	"	
✓ Lizzie C. Jacobs	"	"	"	"	"	"	"	"	"	"	
✓ Susan Framer	"	"	"	"	"	"	"	"	"	"	
✓ Margaret M. Common	"	"	"	"	"	"	"	"	"	"	
✓ Beltie L. Godyear	"	"	"	"	"	"	"	"	"	"	
✓ Carrie Thomas	" Laundress	"	"	"	"	"	"	"	Laundress	N.	
✓ Lizzie James	"	"	"	"	"	"	"	"	"	U.	
✓ Jennie Wolf	"	"	"	"	"	"	"	"	"	"	
✓ Ella Allert	"	"	"	"	"	"	"	"	"	"	
✓ Clara O. Smith	Librarian	"	"	"	"	"	"	"	Librarian	I	
✓ Annie M. Morlow	Asst. Clerk	"	"	"	"	"	"	"	clerical	"	
✓ Annie Kowuni	"	"	"	"	"	"	"	"	"	"	
✓ Joseph Blackbear	" Tailor	"	"	"	"	"	"	"	"	"	
✓ Ella Robert	Hospital Cook	"	"	"	"	"	"	"	Hospital Cook	"	
✓ Wm. Colomb	Baker	"	"	"	"	"	"	"	Baking	"	
✓ Solomon Miller	"	"	"	"	"	"	"	"	"	"	

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

54203/Dec. 91

R. W. Pratt

Maj. 1st Cav., U. S. A.

Superintendent.