

INDORSEMENT BY AGENT.

..... Agency,

....., 189

The statements herein contained in regard to the employees of the

..... School are, in my opinion,

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OFFICE OF
Indian Affairs
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Dec. 18, 1899

EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,

Carlisle Barracks, Pa. Agency.

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File ✓

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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.

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.
P. H. Pratt	Superintendent										
J. J. Standing 2-37	Asst.	good	good	good	good	good	good	good	Teaching	W.	
W. H. Babel 2-38	Principal Teacher	"	"	"	"	"	"	"	Teaching	"	
W. B. Budge 2-37	Clerk	"	"	"	"	"	"	"	Clerical	"	
W. Grand Thompson 2-38	Disciplinarian	"	"	"	"	"	"	"	Physical Instructor	"	
Samuel Whitelock 2-38	Asst. Clerk	"	"	"	"	"	"	"	Clerical + Music	D.	
M. Burgess 2-40	Supt. Printing	"	"	"	"	"	"	"	Printing	W.	
A. S. Fly 2-40	Cutting Agent	"	"	"	"	"	"	"	Cutting Agent	"	
H. Gardner 2-43	Carpenter	"	"	"	"	"	"	"	Carpenter	"	
Emma A. Cutler ✓	Senior Teacher	"	"	"	"	"	"	"	Teaching	"	
Ellen R. Dorsett ✓	Girls Manager	"	"	"	"	"	"	"	Matron	"	
Lida B. Given 2-40 ✓	Matron	"	"	"	"	"	"	"	"	"	
O. J. Harris 2-43 ✓	Blacksmith	"	"	"	fair	"	"	"	Mechanical	"	
Charles A. Eastman 2-96	Cutting Agent	"	"	"	good	"	"	"	Cutting Agent	D.	
August Kinsler 2-43	Stockkeeper	"	"	"	"	"	"	"	Stockkeeper	W.	
A. S. Luckenbach 2-41	Clerk	"	"	"	"	"	"	"	Clerk + Teaching	"	
M. S. Bay 2-41	Nurse	"	"	"	"	"	"	"	Nurse	"	
Benjamin F. Bennett 2-41	Farmer	"	"	"	"	"	"	"	Farmer	"	
Edmer Snyder 2-41	Tailor	"	"	"	"	"	"	"	Tailor	"	
Nate S. Bourson 2-87	Normal Teacher	"	"	"	"	"	"	"	Teaching	"	
Jessie W. Cook 2-101	Teacher	"	"	"	"	"	"	"	"	"	
Fannie A. Peter 2-39	"	"	"	"	"	"	"	"	"	"	
Manette Wood 2-75	"	"	"	"	"	"	"	"	"	"	
Carrie E. Hulme 2-41	Seamstress	"	fair	fair	fair	fair	fair	fair	Seamstress	"	
Harry B. Weber 2-44	Engineer	"	good	good	good	good	good	good	Engineer	"	
Stromes M. Carter 2-38	Teacher	"	"	"	good	"	"	"	Teaching	"	
Jennie P. Cochran ✓	"	"	"	"	"	"	"	"	"	"	
Fanny G. Paul ✓	"	"	"	"	"	"	"	"	"	"	
Elizabeth E. Foster 2-41	Drawing Teacher	"	"	"	"	"	"	"	Drawing	"	
Mary E. Campbell 2-41	Asst. Matron	"	"	"	"	"	"	"	Matron	"	
Publince Miles	"	"	"	"	"	"	"	"	"	"	
Carrie E. Weckley 2-39	Teacher	"	"	"	"	"	"	"	Teaching	"	
Nellie V. Robertson 2-39	"	"	"	"	"	"	"	"	"	D.	
Bessie Barclay ✓ 2-80	"	"	"	"	"	"	"	"	"	W.	
Mary Bales ✓ 2-39	"	"	"	"	"	"	"	"	"	D.	
Jesse L. Mc Intire ✓ 2-48	"	"	"	"	"	"	"	"	"	W.	
Jeannette L. Senevay 2-89	Music Teacher	"	"	"	"	"	"	"	Vocal Music	"	
Rebecca J. Suvyck ✓ 2-48	"	"	"	"	"	"	"	"	Inst.	"	
Ann M. Stewart ✓	Stloyd	"	"	"	"	"	"	"	Stloyd	"	
Carrie L. Miller ✓ 2-96	Clerk	"	"	"	"	"	"	"	Stloyd and Stenographer	"	
Ange M. Erickson ✓ 2-97	"	"	"	"	"	"	"	"	"	"	
Frank Hudson 2-97	Asst.	"	"	"	"	"	"	"	Clerical	D.	
Elle B. Hill ✓ 2-42	Laundry Manager	"	fair	fair	"	"	"	"	Laundress	W.	
Roma F. Eulank 2-99	Cook	"	good	good	"	"	"	"	Cook	"	
Ed. W. Harkness ✓ 2-40	Tinner	fair	"	fair	"	"	fair	"	Tinner	"	
George W. Kemp ✓ 2-49	Hammemaker	good	"	good	fair	fair	"	"	Hammemaker	"	
W. H. Morant ✓ 2-14	Shoemaker	"	"	"	good	good	good	"	Shoemaker	"	

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
 Superintendent.
 May 11th 1899, U.S.A.

60125

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.
Oliver Harlan ✓ 2-44	Asst. Farmer	good	good	good	good	good	good	good	Farmer	W.	
George W. Taylor ✓	Disciplinarian	"	"	"	"	"	"	"	Disciplinarian	"	
James P. Whelock ✓ 70	Printer	"	"	"	"	"	"	"	Band music & Printing	I.	
Radie E. Newcomer ✓ 2-97	Teacher	"	"	"	"	"	"	"	Teaching	W.	
Edmer Simon ✓ 3-97	"	"	"	"	"	"	"	"	"	I.	
Clara L. Smith ✓ 1-21	"	"	"	"	"	"	"	"	"	W.	
Phil Norman ✓ 1-45	Painter	"	"	"	"	"	"	"	Painter	"	
Marion W. DeLoose ✓ 4	Asst. Matron	"	"	"	"	"	"	"	Matron	"	
Joseph N. Jordan ✓ 5	Fireman	"	"	"	"	"	"	"	Fireman	M.	
Hubert W. Boyer ✓	"	"	"	"	"	"	"	"	"	W.	
George Soule ✓ 2-45	Seamster	"	"	"	"	"	"	"	Seamster	M.	
William Gray ✓ 4-45	Dairyman	"	"	"	"	"	"	"	Dairyman	W.	
Lizzie C. Jabala ✓ 42	Asst. Seamstress	"	"	"	"	"	"	"	Seamstress	"	
E. Corbett ✓ 2-42	"	"	"	"	"	"	"	"	"	"	
Mary E. Linger ✓ 2-42	"	"	"	"	"	"	"	"	"	"	
Susan Pramer ✓ 2-43	"	"	"	"	"	"	"	"	"	"	
Beckie L. Goodyear ✓ 2-70	"	"	"	"	"	"	"	"	"	"	
Mattie A. Ham ✓	"	"	"	"	"	"	"	"	"	"	
Lizzie James ✓ 2-42	Laundress	"	"	"	"	"	"	"	Laundress	"	
Annus Wolf ✓ 42	"	"	"	"	"	"	"	"	"	"	
Fella Alker ✓ 69	"	"	"	"	"	"	"	"	"	"	
Nora M. Peters ✓	"	"	"	"	"	"	"	"	"	"	
Etta S. Fortney ✓ 3-97	"	"	"	"	"	"	"	"	"	"	
Annie M. Moulton ✓ 9	Clerk	"	"	"	"	"	"	"	Clerical	I.	
Annie Kouruni ✓ 9	"	"	"	"	"	"	"	"	"	"	
Sara E. Smith ✓ 70	Librarian	"	"	"	"	"	"	"	Librarian	"	
Samuel G. Brown ✓ 3-97	Asst. Disciplinarian	"	"	"	"	"	"	"	Disciplinarian	"	
Sarah Piery ✓	Hospital Cook	"	"	"	"	"	"	"	Hospital Cook	"	
Martin Whelock ✓ 3-97	Asst. Disciplinarian	"	"	"	"	"	"	"	Disciplinarian	"	
Solomon Miller ✓	Baker	"	"	"	"	"	"	"	Baking	"	
William Kately ✓	"	"	"	"	"	"	"	"	"	"	
Ernest Robitaille ✓	Band Manager	"	"	"	"	"	"	"	Band Music	"	