

INDORSEMENT BY AGENT.

Agency, _____, 189

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

School are, in my opinion, _____

15802

OFFICE OF
Indian Affairs
Rec APR 2

1900

59/61

March 31, 1900

EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,
Carlisle Barracks, Pa. Agency.

~~File~~

E

26

f

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.
R. H. Pratt ✓	Superintendent										
A. J. Standing ✓	Asst.	good	good	good	good	good	good	good	Teaching	W.	
R. H. Bakelish ✓	Principal Teacher	"	"	"	"	"	"	"	Clerical	"	
W. D. Deitzel ✓	Clerk	"	"	"	"	"	"	"	Physical Instructor	"	
W. Frank Thompson ✓	Disciplinarian	"	"	"	"	"	"	"	Clerical Music	I	
Ammon Whittell ✓	Asst. Clerk	"	"	"	"	"	"	"	Printing Teaching	W	
M. Burgess ✓	Sup. Printing	"	"	"	"	"	"	"	Cutting Agent	"	
A. S. Ellis ✓	Cutting Agent	"	"	"	"	"	"	"	Carpenter	"	
H. Gardner ✓	Carpenter	"	"	"	"	"	"	"	Teaching	"	
Emma A. Cutler ✓	Senior Teacher	"	"	"	"	"	"	"	Matron & Doctor	"	
Ellen R. Dorsett ✓	Girls Manager	"	"	"	"	"	"	"	Matron	"	
Lida B. Green ✓	Matron	"	"	"	"	"	"	"	Mechanical	"	
O. J. Harris ✓	Blacksmith	"	"	"	fair	"	"	"	Cutting Agent	I	
Charles A. Eastman ✓	Cutting Agent	"	"	"	good	"	"	"	Struttes & Nurse	W	
Bertha Canfield ✓	Seamstress	"	"	"	"	"	"	"	Stockkeeper	"	
August Anders ✓	Stockkeeper	"	"	"	"	"	"	"	Clerk Teaching	"	
A. S. Luckenbach ✓	Clerk	"	"	"	"	"	"	"	"	"	
Fannie J. Peter ✓	"	"	"	"	"	"	"	"	"	"	
M. S. Bar ✓	Nurse	"	"	"	"	"	"	"	Nurse	"	
Benjamin B. Bennett ✓	Farmer	"	"	"	"	"	"	"	Farmer	"	
G. W. Bailey ✓	Tailor	"	"	"	"	"	"	"	Tailor	"	
Kate S. Dowsery ✓	Normal Teacher	"	"	"	"	"	"	"	Teaching	"	
Jessie W. Cook ✓	Teacher	"	"	"	"	"	"	"	"	"	
Mariette Wood ✓	"	"	"	"	"	"	"	"	"	"	
Harry J. Weber ✓	Engineer	"	"	"	fair	"	"	"	Engineer	"	
Blanche M. Carter ✓	Teacher	"	"	"	good	"	"	"	Teaching	"	
Jennie F. Cochran ✓	"	"	"	"	"	"	"	"	"	"	
Fanny G. Paul ✓	"	"	"	"	"	"	"	"	"	"	
Elizabeth E. Forster ✓	Drawing Teacher	"	"	"	"	"	"	"	Drawing	"	
Mary E. Campbell ✓	Asst. Matron	"	"	"	"	"	"	"	Matron	"	
Rudance Miles ✓	"	"	"	"	"	"	"	"	"	"	
Carrie E. Walker ✓	Teacher	"	"	"	"	"	"	"	Teaching	"	
Nellie V. Robertson ✓	"	"	"	"	"	"	"	"	"	I	
Clara L. Smith ✓	"	"	"	"	"	"	"	"	"	W	
Jessie L. McAnten ✓	"	"	"	"	"	"	"	"	"	I	
Esther M. Degunett ✓	"	"	"	"	"	"	"	"	"	W.	
Sadie E. McConner ✓	"	"	"	"	"	"	"	"	"	"	
Jeannette L. Sinsmer ✓	Music Teacher	"	"	"	"	"	"	"	Vocal Music	"	
Rebecca J. Sawyer ✓	"	"	"	"	"	"	"	"	Asst.	"	
Anna H. Steffart ✓	Boyd	"	"	"	"	"	"	"	Boyd Teacher	"	
Carrie L. Mueller ✓	Clerk	"	"	"	"	"	"	"	Clerk and Stenographer	"	
Frank Hudson ✓	Asst.	"	"	"	"	"	"	"	Clerical	I	
Ello L. Hill ✓	Laundry Manager	"	fair	fair	"	"	"	"	Laundress	W	
Ed. W. Harkness ✓	Turner	fair	good	"	"	"	fair	"	Turner	"	
George W. Kemp ✓	Hammemaker	good	"	good	fair	fair	"	"	Hammemaker	"	
W. H. Morrett ✓	Shoemaker	"	"	"	good	good	good	"	Shoemaker	"	

18820 Mich.

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	Asst. Farmer	good	good	good	good	good	good	good	Farmer	W.	
George W. Taylor	Disciplinarian	"	"	"	"	"	"	"	Disciplinarian	"	
James R. Whulock	Printer	"	"	"	"	"	"	"	Band Music & Printing	D	
C. E. Nagenitt	1-72 Laborer	"	"	"	"	"	"	"	Factor & Clerk	"	
Agnes May Roblin	Teacher	"	"	"	"	"	"	"	Teaching	W.	
James Simon	1-97	"	"	"	"	"	"	"	"	D	
Lida Jones	B-151	"	"	"	"	"	"	"	"	W.	
Phil Norman	Painter	"	"	"	"	"	"	"	Painter	"	
Marion W. Lee	Asst. Matron	"	"	"	"	"	"	"	Matron	"	
Joseph M. Jordan	Fireman	"	"	"	"	"	"	"	Fireman	W.	
George E. Snyder	1-112 Laborer	"	"	"	"	"	"	"	"	W.	
George Souck	1-45 Teamster	"	"	"	"	"	"	"	Teamster	W.	
William Gray	Dairyman	"	"	"	"	"	"	"	Dairyman	W.	
Lizzie C. Jakob	Asst. Seamstress	"	"	"	"	"	"	"	Seamstress	"	
E. Corbett	"	"	"	"	"	"	"	"	"	"	
Mary E. Lining	"	"	"	"	"	"	"	"	"	"	
Susan Frank	"	"	"	"	"	"	"	"	"	"	
Beckie L. Goodyear	"	"	"	"	"	"	"	"	"	"	
Mattie A. Hahn	1-100 Laborer	"	"	"	"	"	"	"	"	"	
Lizzie James	Asst. Laundress	"	"	"	"	"	"	"	Laundress	"	
Samuel Wolf	"	"	"	"	"	"	"	"	"	"	
Fella Albert	"	"	"	"	"	"	"	"	"	"	
Dora M. Peters	1-71 Laborer	"	"	"	"	"	"	"	"	"	
Otto S. Fortner	Asst. Laundress	"	"	"	"	"	"	"	"	"	
Annie M. Weston	Clerk	"	"	"	"	"	"	"	Clerical	D	
Annie Tourani	"	"	"	"	"	"	"	"	"	"	
Sara E. Smith	1-10 Librarian	"	"	"	"	"	"	"	Librarian	"	
Samuel G. Brown	Asst. Disciplinarian	"	"	"	"	"	"	"	Disciplinarian	"	
Jas. V. Flannery	1-10 Tailor	"	"	"	"	"	"	"	Tailor & Music	"	
Sarah Perry	1-23 Hospital Cook	"	"	"	"	"	"	"	Hospital Cook	"	
Martin Whulock	Asst. Disciplinarian	"	"	"	"	"	"	"	Disciplinarian	"	
William Rattay	3-15 Baker	"	"	"	"	"	"	"	Baking	"	
Richard Handrick	1-15	"	"	"	"	"	"	"	"	"	
Ernest Robitaille	1-11 Band Manager	"	"	"	"	"	"	"	Band Music	"	

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

R. H. Pratt

May 10th 1891 U. S. A.

Superintendent.