

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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EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,  
Carlisle, 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.
R. W. Pratt	Superintendent									A	
Edgar A. Allen	Asst "	good	good	good	good	good	good	good		"	
C. W. Bakless	Principal Teacher	"	"	"	"	"	"	"	Teaching	"	
W. H. Beitch	Clerk	"	"	"	"	"	"	"	Clerical	"	
H. Grant Thompson	Physician	"	"	"	"	"	"	"	Physical Instructor	"	
M. Burgess	Supt. Printing	"	"	"	"	"	"	"	Printing & Teaching	"	
A. S. Kelly	Outing Agent	"	"	"	"	"	"	"	Outing Agent	"	
W. Gardner	Carpenter	"	"	"	"	"	"	"	Carpentering	"	
Emma A. Cutter	Senior Teacher	"	"	"	"	"	"	"	Teaching	"	
Flora M. Carter	Small Boys Manager	"	"	"	"	"	"	"	"	"	
Laura Jackson	Girls "	"	"	"	"	"	"	"	"	"	
O. S. Harris	Blacksmith	"	"	"	fair	"	"	"	Mechanical	"	
Bertha Eggenfeld	Seamstress	"	"	"	good	"	"	"	Sewing	"	
S. W. Thompson	Outing Agent	"	"	"	"	"	"	"	Teaching & Clerical	"	
August Kessler	Stockkeeper	"	"	"	"	"	"	"	Stockkeeping	"	
Ch. H. Miller	Man. Student Fund	"	"	"	"	"	"	"	Clerical	"	
Fannie J. Peter	Clerk	"	"	"	"	"	"	"	Clerical & Teaching	"	
M. S. Barr	Nurse	"	"	"	"	"	"	"	Nursing	"	
Benj. Bennett	Farmer	"	"	"	"	"	"	"	Farming	"	
Paul A. Walter	Sailor	"	"	"	"	"	"	"	Sailoring	"	
Kate J. Boyce	Normal Teacher	"	"	"	"	"	"	"	Teaching	"	
Jessie H. Cook	Teacher	"	"	"	"	"	"	"	"	"	
Mariett Wood	"	"	"	"	"	"	"	"	"	"	
Rudence Miles	Asst. Matron	"	"	"	"	"	"	"	Matron	"	
Harry B. Norris	Engineer	"	"	"	"	"	"	"	Engineering	"	
Ed. H. Lau	Carpenter	"	"	"	"	"	"	"	Carpentering	"	
James R. Wheelock	Band Leader	"	"	"	"	"	"	"	Band Music & Printing	I	
Nellie D. Robertson	Clerk	"	"	"	"	"	"	"	Clerical & Teaching	"	
J. J. Mori	"	"	"	"	"	"	"	"	Clerical	"	
W. S. Dyser	Shoemaker	"	"	"	"	"	"	"	Shoemaking	W	
Ella S. Hill	Laundry Manager	"	"	"	"	"	"	"	Musical & Managing Laundry	"	
Fanny S. Paull	Teacher	"	"	"	"	"	"	"	Teaching	"	
Carrie E. Brockley	"	"	"	"	"	"	"	"	"	"	
Elizabeth E. Forster	Drawing Teacher	"	"	"	"	"	"	"	Teaching Drawing	"	
Jeanette L. Sensesey	Musical "	"	"	"	"	"	"	"	" Music	"	
Annie B. Moor	"	"	"	"	"	"	"	"	"	"	
Annie H. Stewart	Food "	"	"	"	"	"	"	"	" Food	"	
Jessie L. McIntire	Teacher	"	"	"	"	"	"	"	Teaching	"	
Radic E. Newcomer	"	"	"	"	"	"	"	"	"	"	
Clara L. Smith	"	"	"	"	"	"	"	"	"	"	
Margaret Roberts	"	"	"	"	"	"	"	"	"	"	
Dora S. Dutton	"	"	"	"	"	"	"	"	"	"	
Daisy G. Laird	"	"	"	"	"	"	"	"	"	"	
Josephine A. Walter	"	"	"	"	"	"	"	"	"	"	
Rosa B. Brown	Asst. Matron	"	"	"	"	"	"	"	Teaching & Matron	I	
Frances A. Vetch	"	"	"	"	"	"	"	"	"	W	

Indian Industrial School  
CARLISLE, PA

The above statement in regard to the employees of the

School is correct, according to the best of my knowledge and belief.

R. W. Pratt

Superintendent.  
Lt. Col. 15th Cavalry, Supt.

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.
Samuel G. Brown	Asst. Disciplinarian	good	good	good	good	good	good	good	Asst. Disciplinarian	I.	
Minnie L. Feneer	Domestic Science Teacher	"	"	"	"	"	"	"	Domestic Science Teacher	It.	
William Burgess	Asst. Printer	"	"	"	"	"	"	"	Printing & Bookbinding	"	
M. J. Geigley	Namesmaker	"	"	"	"	"	"	"	Namesmaking	"	
E. J. Sprow	Printer	"	"	"	"	"	"	"	Printing	"	
Oliver Harlan	Asst. Farmer	"	"	"	"	"	"	"	Farming	"	
Howard E. Danworth	Laborer	"	"	"	"	"	"	"	Clerical & Bookbinding	I.	
Agnes May Robbins	Teacher	"	"	"	"	"	"	"	Teaching	It.	
Isabel Schurick	"	poor	"	"	"	"	"	"	"	"	
Blora Laird	"	good	"	"	"	"	"	"	Teaching	"	
Lulu Lewis	"	"	"	"	"	"	"	"	"	"	
Charles W. Carne	Printer	"	"	"	"	"	"	"	Bookbinding	"	
Joseph Jordan	Fireman	"	"	"	"	"	"	"	Fireman & general work	It.	
Wm. G. Snyder	Laborer	"	"	"	"	"	"	"	Baking	It.	
Wm. D. Gray	Dairyman	"	"	"	"	"	"	"	Dairyman	"	
Effie Mault	Asst. Matron	"	"	"	"	"	"	"	Washing & Dressing	"	
George Foulk	Turner	"	"	"	"	"	"	"	Carpenter	It.	
Geoff. E. Kollenbach	Laborer	"	"	"	"	"	"	"	Fireman	It.	
Chas. H. Yeager	"	"	"	"	"	"	"	"	"	"	
D. E. Miller	Asst. Clerk	"	"	"	"	"	"	"	Clerical	"	
Edith M. Hays Steele	Librarian	"	"	"	"	"	"	"	Librarian	"	
Elizabeth Beaught	Asst. Seamstress	"	"	"	"	"	"	"	Sewing	"	
E. Corbett	"	"	"	"	"	"	"	"	"	"	
Mary E. Livingston	"	"	"	"	"	"	"	"	"	"	
Suzanne Gardner	"	"	"	"	"	"	"	"	"	"	
Beckie J. Woodruff	"	"	"	"	"	"	"	"	"	"	
Matth. A. Hark	Laborer	"	"	"	"	"	"	"	"	"	
Lizzie James	Asst. Landdress	"	"	"	"	"	"	"	Laundry work	"	
Jennie Wolf	"	"	"	"	"	"	"	"	"	"	
Ella Albert	"	"	"	"	"	"	"	"	"	"	
Etta S. Portney	"	"	"	"	"	"	"	"	"	"	
Dora M. Peters	Laborer	"	"	"	"	"	"	"	"	"	
Sara Pierre	Hospital Cook	"	"	"	"	"	"	"	Cooking	I.	
Anna R. Bennett	Asst. "	"	"	"	"	"	"	"	"	It.	
Robert Bruce	Band Leader	"	"	"	"	"	"	"	Musician	I.	
W. M. Robertson	Band Sergeant	"	"	"	"	"	"	"	"	"	
Samuel Miller	Asst. Disciplinarian	"	"	"	"	"	"	"	Asst. Disciplinarian	"	
Charles Cusick	"	"	"	"	"	"	"	"	Do.	"	
William Mt. Pleasant	"	"	"	"	"	"	"	"	Do.	"	

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Superintendent.  
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