

INDORSEMENT BY AGENT.

Indian Industrial School,

CARLISLE, PA. Agency,

April 1, 1902

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

R. M. Swan

Lt. Col. 15th Cavalry, Supt.

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April 1, 1902

EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,
Carlisle 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.

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.
J. H. Pratt	Superintendent									W.	
Edgar A. Allen	Asst.	good	good	good	good	good	good	good			
O. N. Pakeless	Municipal Teacher	"	"	"	"	"	"	"	Teaching		
H. B. Dutcher	"	"	"	"	"	"	"	"	Clerical		
H. Grant Thompson	Disciplinary	"	"	"	"	"	"	"	Physical Instructor		
M. Burgess	Supt. Printing	"	"	"	"	"	"	"	Printing		
A. S. Ely	Cutting Agent	"	"	"	"	"	"	"	Cutting Agent		
H. Gardner	Carpenter	"	"	"	"	"	"	"	Carpentering		
Emma A. Putter	Senior Teacher	"	"	"	"	"	"	"	Teaching		
Thomas M. Carter	Small Boys Manager	"	"	"	"	"	"	"	"		
Laura Jackson	Girls	"	"	"	"	"	"	"	"		
O. J. Harris	Blacksmith	"	"	"	fair	"	"	"	Mechanical		
Bertha Canfield	Washwoman	"	"	"	good	"	"	"	Sewing		
J. H. Thompson	Cutting Agent	"	"	"	"	"	"	"	Teaching		
August Tansler	Stockkeeper	"	"	"	"	"	"	"	Stockkeeping		
W. H. Miller	Wash Students Food	"	"	"	"	"	"	"	Clerical		
Samuel J. Peter	Clerk	"	"	"	"	"	"	"	Clerical		
M. S. Barr	Nurse	"	"	"	"	"	"	"	Nursing		
Benj. F. Bennett	Farmer	"	"	"	"	"	"	"	Farming		
Paul A. Walter	Sailor	"	"	"	"	"	"	"	Tailoring		
Kate S. Bowring	Normal Teacher	"	"	"	"	"	"	"	Teaching		
Jesse H. Cook	Teacher	"	"	"	"	"	"	"	"		
Marquette Woods	Asst. Matron	"	"	"	"	"	"	"	"		
Ludenev Meles	Asst. Matron	"	"	"	"	"	"	"	Matron		
Harry F. Weber	Engineer	"	"	"	"	"	"	"	Engineering		
Ed. A. Law	Carpenter	"	"	"	"	"	"	"	Carpentering		
James R. Whelock	Band Leader	"	"	"	"	"	"	"	Band Music		
Nella V. Robertson	Clerk	"	"	"	"	"	"	"	Printing		
S. J. Nori	"	"	"	"	"	"	"	"	Clerical		
W. S. Dysert	Shoemaker	"	"	"	"	"	"	"	Shoemaking		
Ella H. Hill	Sunday Manager	"	"	"	"	"	"	"	Managing Sunday		
Garry H. Paull	Teacher	"	"	"	"	"	"	"	Teaching		
Barrie E. Heckley	"	"	"	"	"	"	"	"	"		
Elizabeth E. Horsfert	Teacher	"	"	"	"	"	"	"	Teaching Drawing		
Jannette S. Senceny	Music	"	"	"	"	"	"	"	Music		
Anne B. Moore	"	"	"	"	"	"	"	"	"		
Gene N. Stewart	Slayer	"	"	"	"	"	"	"	" Slays		
Jesse L. M. Intire	Teacher	"	"	"	"	"	"	"	Teaching		
Sadie E. Newcomer	"	"	"	"	"	"	"	"	"		
Clara S. Smith	"	"	"	"	"	"	"	"	"		
Margaret Roberts	"	"	"	"	"	"	"	"	"		
Raisy C. Laird	"	"	"	"	"	"	"	"	"		
Josephine R. Walter	"	"	"	"	"	"	"	"	"		
Rosa B. Brown	Asst. Matron	"	"	"	"	"	"	"	Teaching Matron		
Frances A. Vetch	"	"	"	"	"	"	"	"	"		
Samuel B. Brown	Disciplinary	"	"	"	"	"	"	"	Disciplinary		
Minnie S. Ferris	Domestic Science Teacher	"	"	"	"	"	"	"	Domestic Science		

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.
M. J. Ziegler ✓ 157	Harnessmaker	good	good	good	good	good	good	good	Harnessmaking	W	
E. S. Spror ✓	Turner	"	"	"	"	"	"	"	Turnery	"	
Oliver W. Lan ✓ 4	Farmer	"	"	"	"	"	"	"	Farming	"	
Howard E. Bennett ✓ 18	Laborer	"	"	"	"	"	"	"	Teaching	I	
Agnes May Robbins ✓ 8	Teacher	"	"	"	"	"	"	"	Teaching	W	
Flores Sabid ✓ 104	"	"	"	"	"	"	"	"	"	"	
Jephine Janes ✓ 4	"	"	"	"	"	"	"	"	"	"	
David Christie ✓	Laborer	"	"	"	"	"	"	"	Cooking	W	
Charles W. Carno ✓ 4	Painter	"	"	"	"	"	"	"	Cook Painting	"	
Joseph W. Jordan ✓ 4	Fireman	"	"	"	"	"	"	"	Fireman	W	
Tom E. Snyder ✓ 13	Laborer	"	"	"	"	"	"	"	Baking	W	
Tom. C. Gray ✓ 4	Wainyman	"	"	"	"	"	"	"	Wainyman	"	
Effie M. Wall ✓ 11	Asst. Matron	"	"	"	"	"	"	"	Matron	"	
George Foulk ✓ 4	Teamster	"	"	"	"	"	"	"	Care of horses	W	
Geo. S. Gottwerth ✓ 4	Laborer	"	"	"	"	"	"	"	Fireman	W	
Chas. W. Yeager ✓ 19	"	"	"	"	"	"	"	"	"	"	
Edith M. King ✓ 15	Suburban	"	"	"	"	"	"	"	Suburban	"	
William Burgess ✓	Asst. Clerk	"	"	"	"	"	"	"	Editing	"	
Elizabeth Deaught ✓	Sumstress	"	"	"	"	"	"	"	Sewing	"	
James Miller ✓ 4	Laborer	"	"	"	"	"	"	"	Cooking	I	
E. Corbett ✓ 4	Sumstress	"	"	"	"	"	"	"	Sewing	W	
Mary E. Lining ✓ 4	"	"	"	"	"	"	"	"	"	"	
Susan Zamer ✓ 4	"	"	"	"	"	"	"	"	"	"	
Luck L. Bondyear ✓ 4	"	"	"	"	"	"	"	"	"	"	
Mattie A. Horn ✓ 14	Laborer	"	"	"	"	"	"	"	"	"	
Fizzie James ✓ 4	Asst. Sumstress	"	"	"	"	"	"	"	Sundry Work	"	
Carrie M. Kistler ✓	"	"	"	"	"	"	"	"	"	"	
Ella Albert ✓ 4	"	"	"	"	"	"	"	"	"	"	
Etta S. Fortney ✓ 7	"	"	"	"	"	"	"	"	"	"	
Dora M. Peters ✓ 99	Laborer	"	"	"	"	"	"	"	"	"	
Sara Pierre ✓ 4	Hospital Cook	"	"	"	"	"	"	"	Cooking	I	
Anna F. Bennett ✓	Washer	"	"	"	"	"	"	"	"	W	
Martha E. Parker ✓	Asst. Clerk	"	"	"	"	"	"	"	Clerical	I	
Estiene M. D. Bltquist ✓	"	"	"	"	"	"	"	"	"	"	
N. M. Robertson ✓	Band Sergeant	"	"	"	"	"	"	"	Musician	"	
Charles Kusich ✓	Asst. Disciplinarian	"	"	"	"	"	"	"	Asst. Disciplinarian	"	
Jas. E. Johnson ✓	"	"	"	"	"	"	"	"	"	"	
Beth S. Ear ✓	"	"	"	"	"	"	"	"	"	"	

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. H. Pratt

Lt. Col. 15th Cavalry, Supt.

Superintendent.