

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
APR 4

1899

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April 1, 1899

EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,
Carlisle Barracks Agency.

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.H. Pratt	Superintendent										
A. J. Standing	Asst. "	good	good	good	good	good	good	good	Teaching	W.	
J.O.H. Babelish	Principal Teacher	"	"	"	"	"	"	"	"	"	
W.B. Butzel	Clerk	"	"	"	"	"	"	"	Clerical	"	
W. Grant Thompson	Disciplinarian	"	"	"	"	"	"	"	Physical Instructor	"	
Amos W. White	Asst. Clerk	"	"	"	"	"	"	"	Clerical & Music	I.	
M. Burgess	Supt. Printing	"	"	"	"	"	"	"	Printing	W.	
A. S. Ely	Outing Agent	"	"	"	"	"	"	"	Outing Agt	"	
L. R. Shaffner	Matron	"	"	"	"	"	"	"	Matron	"	
Emma A. Cutter	Senior Teacher	"	"	"	"	"	"	"	Teaching	"	
O. J. Harris	Blacksmith & Wagoner	"	"	"	fair	"	"	"	Mechanical	"	
H. Gardner	Carpenter	"	"	"	good	"	"	"	Carpenter	"	
August Kessler	Storekeeper	"	"	"	"	"	"	"	Storekeeper	"	
A. D. Luckenbach	Clerk	"	"	"	"	"	"	"	Clerk & Teaching	"	
Lida B. Given	Asst. Matron	"	"	"	"	"	"	"	Matron	"	
M. S. Barr	Nurse	"	"	"	"	"	"	"	Nurse	"	
Benjamin F. Bennett	Farmer	"	"	"	"	"	"	"	Farmer	"	
Elmer Snyder	Tailor	"	"	"	"	"	"	"	Tailor	"	
Kate S. Swanson	Normal Teacher	"	"	"	"	"	"	"	Teaching	"	
Harry F. Urban	Engineer	"	"	"	fair	"	"	"	Engineer	"	
Carrie E. Hulme	Seamstress	"	fair	fair	"	fair	fair	fair	Seamstress	"	
Blanche M. Carter	Teacher	"	good	good	good	good	good	good	Teaching	"	
10 ¹ Jesse W. Cook	"	"	"	"	"	"	"	"	"	"	
Minnie P. Cochran	"	"	"	"	"	"	"	"	"	"	
Fannie J. Peter	"	"	"	"	"	"	"	"	"	"	
3 ⁵ Mariette Wood	"	"	"	"	"	"	"	"	"	"	
Carrie E. Wickley	"	"	"	"	"	"	"	"	"	"	
Nellie V. Robertson	"	"	"	"	"	"	"	"	"	I.	
16 ⁰ Bessie Barclay	"	"	"	"	"	"	"	"	"	W.	
Mary Bailey	"	"	"	"	"	"	"	"	"	I.	
Fanny S. Paul	"	"	"	"	"	"	"	"	"	W.	
Jeannette L. Dunseney	Music Teacher	"	"	"	"	"	"	"	Vocal Music	"	
Rebecca J. Sawyer	"	"	"	"	"	"	"	"	Inst. "	"	
Denny Ericson	Sloyd	"	"	"	"	"	"	"	Sloyd	"	
Elizabeth E. Foster	Drawing	"	"	"	"	"	"	"	Drawing	"	
Mary E. Campbell	Asst. Matron	"	"	"	"	"	"	"	Matron	"	
Prudence Miles	"	"	"	"	"	"	"	"	"	"	
1 Edith McCook	Clerk	"	"	"	"	"	"	"	Clerk and stenographer	"	
4 ⁵ Kate F. Butler	"	"	"	"	"	"	"	"	Clerical & Music	"	
Ella G. Hill	Laundress	"	fair	fair	"	"	"	"	Laundress & Music	"	
J. Banks Ralston	Asst. Disciplinarian	"	good	good	"	"	"	"	Disciplinarian	"	
Ed. W. Hackness	Dinner	fair	"	fair	fair	fair	fair	"	Dinner	"	
George W. Kemp	Harnessmaker	good	"	good	"	"	"	"	Harnessmaker	"	
10 ¹ W. Morrill	Shoemaker	"	"	"	good	good	good	"	Shoemaker	"	
Oliver Harlan	Asst. Farmer	"	"	"	"	"	"	"	Farmer	"	
J. L. Sandridge	Cook	"	fair	"	"	fair	"	"	Cook	W.	

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
 May 1st 1899
 Superintendent.

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.
✓ Sadie E. Newcomer	Asst. Teacher	good	good	good	good	good	good	good	Teaching	W.	
✓ J. D. Dourby	" "	"	"	"	"	"	"	"	"	"	
✓ Phil Norman	Wgn. Carriers & Painter	"	"	"	"	"	"	"	Painter	"	
✓ James R. Whellock	Band Mgr. & Asst. Painter	"	"	"	"	"	"	"	Band music & Printing	I.	
✓ Levi St. Cyr	Asst. Painter	"	"	"	"	"	"	"	Printing	"	
✓ Joseph N. Jordan	Fireman	"	"	"	"	"	"	"	Fireman	W.	
✓ Roberts E. Wilson	Asst. Matron	fair	"	"	"	"	"	"	Matron	W.	
✓ William Gray	Dairyman	good	"	"	"	"	"	"	Dairyman	"	
✓ Bernard Purce	Fireman	"	"	"	fair	fair	"	"	Fireman	I.	
✓ George Bouck	Teamster	"	"	"	good	good	"	"	Teamster	W.	
✓ Laura A. Sandridge	Asst. Cook	"	fair	"	"	"	"	"	Cook	"	
✓ La Corbett	" Seamstress	"	good	"	"	"	"	fair	Seamstress	W.	
✓ Mary E. Lininger	" "	"	"	"	"	"	"	good	"	"	
✓ Fizzie C. Jacobs	" "	"	"	"	"	"	"	"	"	"	
✓ Susan James	" "	"	"	"	"	"	"	"	"	"	
✓ Margaret McComnon	" "	"	"	"	"	"	"	"	"	"	
✓ Beckie L. Goodyear	" "	"	"	"	"	"	"	"	"	"	
✓ Leanne Thomas	" Laundress	"	"	"	"	"	"	"	Laundress	W.	
✓ Fizzie James	" "	"	"	"	"	"	"	"	"	"	
✓ Annie Wolf	" "	"	"	"	"	"	"	"	"	"	
✓ Della Albert	" "	"	"	"	"	"	"	"	"	"	
✓ Sara E. Smith	Librarian	"	"	"	"	"	"	"	Librarian	I.	
✓ Annie M. Morton	Asst. Clerk	"	"	"	"	"	"	"	Clerical	"	
✓ Annie Kowani	" "	"	"	"	"	"	"	"	"	"	
✓ Joseph Blackburn	" Tailor	"	"	"	"	"	"	"	"	"	
✓ Ella Rikert	Hospital Cook	"	"	"	"	"	"	"	Hospital Cook	"	
✓ Wm. Colombe	Baker	"	"	"	"	"	"	"	Baking	"	
✓ Solomon Miller	"	"	"	"	"	"	"	"	"	"	

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
 May 1st 1899
 Superintendent.