

INDORSEMENT BY AGENT.

Agency, _____, 189

The statements herein contained in regard to the employees of the

School are, in my opinion, _____

17368

OFFICE OF
Indian Affairs
Rec APR 2

1901

63/1/2

April 1, 1890
EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,
Carlisle Pa. Agency.

Entered,

File ✓

E

26

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.

17368 - Apr. 1901

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. B. Pratt	Superintendent									24	
A. D. Standing	Asst	good	good	good	good	good	good	good			
W. B. Baskin	Principal Teacher								Teaching		
W. B. Butcher	Asst								Clerk		
W. B. Thompson	Disciplinarian								Physical Instructor		
M. Burgess	Subt. Printing								Printing & teaching		
A. S. Cole	Cutting Agent								Cutting Agent		
W. Gardner	Carpenter								Carpenter		
Emma C. Butler	Senior Teacher								Teaching		
Lida B. Green	Matron								Matron		
Saura Jackson	Sub Manager								Sub manager and teaching		
D. P. Harris	Blacksmith				fair				Mechanical		
Ferth's Garfield	Blacksmith				good				Blacksmith		
J. H. Thompson	Cutting Agent								Cutting Agent		
August W. Anderson	Strikekeeper								Strikekeeper		
W. H. Miller	Senior Student Camp								Senior Student Camp		
Fanny J. Peter	Asst								Asst		
M. S. Carr	Nurse								Nurse		
Benj. F. Bennett	Farmer								Farmer		
Paul A. Walter	Tailor								Tailor		
Ruth S. Bowers	Normal Teacher								Teaching		
Jesse H. Cook	Teacher								Teacher		
Marietta Hood	Asst								Asst		
Judith Miles	Asst Matron								Matron		
Harry F. Meier	Engineer				fair				Engineer		
Ed. W. Lau	Cabinetmaker				good				Cabinetmaker		
Florence M. Gardner	Teacher								Teaching		
Fanny H. Paul	Teacher								Teacher		
Elizabeth E. Forster	Drawing Teacher								Drawing		
Nellie V. Robertson	Asst								Asst		
S. J. Novis	Asst								Asst		
W. H. Morrett	Shoemaker								Shoemaker	24	
Jesse L. M. Sater	Teacher								Teacher		
Lada E. Newcome	Asst								Asst		
Clara L. Smith	Asst								Asst		
Margaret Roberts	Asst								Asst		
E. B. Simon	Asst								Asst		
Dora S. Button	Asst								Asst	24	
Mahomed H. Odell	Asst								Asst		
Jamette L. Sencen	Music Teacher								Vocal Music		
Annie S. Moore	Asst								Asst		
Annie H. Stewart	Asst								Asst		
Ella G. Holt	Laundry Manager								Laundress		
Isa S. Brown	Asst Matron								Asst Matron	24	
Carl M. Arthur	Asst								Asst		
H. Lewis Stalby	Disciplinarian								Disciplinarian		

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.
Mymel L. Ferris	Domestic Science Teacher	good	good	good	good	good	good	good	Domestic Science	W.	
Jan van der Meer	15 7 Cook	"	fair	fair	"	"	"	"	Cooking	"	
James P. Wheeler	120 Asst. Printer	"	good	good	"	"	"	"	Print. Mgmt.	"	
Ed. St. Warkness	44 Printer	fair	"	fair	"	"	fair	"	Printer	St.	
M. L. Ziegler	13 15 Hammeemaker	good	"	good	"	"	good	"	Hammeemaker	"	
Oliver Herlander	41 Asst. Farmer	"	"	"	"	"	"	"	Farmer	"	
Ephraim Lisse	7 Laborer	"	"	"	"	"	"	"	"	"	
Alynes May Robins	15 10 Teacher	"	"	"	"	"	"	"	Teaching	"	
Lida Jones	15 2	"	"	"	"	"	"	"	"	"	
Josephine P. Walter	12 98	"	"	"	"	"	"	"	"	"	
Nettie Odell	134	"	"	"	"	"	"	"	"	"	
Phil Norman	45 Painter	"	"	"	"	"	"	"	Painter	"	
Joseph N. Jordan	45 Fireman	"	"	"	"	"	"	"	Fireman	"	
Wm. H. Snijder	15 7 Laborer	"	"	"	"	"	"	"	Baking	"	
Effie Moul	11 41 Asst. Matron	"	"	"	"	"	"	"	Asst. Matron	"	
George Foulk	2 45 Plasterer	"	"	"	"	"	"	"	Plasterer	W.	
George C. Snyder	15 7 Laborer	"	"	"	"	"	"	"	Fireman	St.	
Tom B. Gray	9 5 Dairyman	"	"	"	"	"	"	"	Dairyman	"	
George E. Wallenbaugh	8 2 Laborer	"	"	"	"	"	"	"	Fireman	"	
Lizzie L. Jacobs	4 4 Asst. Seamstress	"	"	"	"	"	"	"	Seamstress	"	
Annie M. Most	9 7 Clerk	"	"	"	"	"	"	"	Clerical	St.	
H. E. Miller	13 21	"	"	"	"	"	"	"	"	St.	
Edith M. Ang Steyer	Librarian	"	"	"	"	"	"	"	Librarian	"	
E. Corbett	11 4 2 Asst. Seamstress	"	"	"	"	"	"	"	Seamstress	"	
Mary E. Sminger	42	"	"	"	"	"	"	"	"	"	
Susan Zeamer	11 43	"	"	"	"	"	"	"	"	"	
Beckus L. Goddard	10	"	"	"	"	"	"	"	"	"	
Mathie A. Karon	15 7 Laborer	"	"	"	"	"	"	"	"	"	
Lizzie James	11 4 Asst. Seamstress	"	"	"	"	"	"	"	Seamstress	"	
James Wolf	2 42	"	"	"	"	"	"	"	"	"	
Ello Albert	2 69	"	"	"	"	"	"	"	"	"	
Etta S. Fortney	15 97	"	"	"	"	"	"	"	"	"	
Dora M. Peters	11 7 Laborer	"	"	"	"	"	"	"	"	"	
Sons Marie Van der Meer	Asst. Cook	"	"	fair	"	"	"	"	Cooking	"	
Sara Tjose	Hospital	"	"	good	"	"	"	"	"	St.	
Anna F. Bennett	Asst.	"	"	"	"	"	"	"	"	St.	
Eugene Warren	Disciplinarian	"	"	"	"	"	"	"	Disciplinarian	St.	

Indian Industrial School.

The above statement in regard to the employees of the

CARLISLE, PA

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

R. H. Pratt
St. Secy. & Supt.

Superintendent.