

INDORSEMENT BY AGENT.

Agency, _____, 190____

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

School are, in my opinion, _____

23453	OFFICE OF Indian Affairs	1904
	Rec. APR 8	

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April 7, 1904

SEMI-ANNUAL

EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,
Carlisle, Pa. Agency.

✓ File.

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SEMI-ANNUAL 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 of 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 "Musical ability," state whether vocal or instrumental and what instrument.

In column "Special line 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 the 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.	SALARY.	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.	MUSICAL ABILITY.	SPECIAL LINES OF SKILL AND FITNESS.	RACE.	RECOMMENDATIONS AND REMARKS.
R.H. Pratt ✓ 4-19	superintendent	\$1000											
Edgar A. Allen ✓ 4-19	Asst. Supt. & Principal												
W.B. Beitzel ✓ 4-63	Teacher	2250.	good	good	good	good	good	good	good			W	
W. Grant Thompson ✓ 4-63	clerk	1400	"	"	"	"	"	"	"		Teaching	"	
M. Burgess ✓ 4-63	Disciplinarian	1200	"	"	"	"	"	"	"		Physical Instructor	"	
A.S. Ely ✓ 4-19	supt. Printing	1000.	"	"	"	"	"	"	"		Teaching	"	
Kate S. Bowersox ✓ 4-63	Outing Agent	1000.	"	"	"	"	"	"	"			"	
August Kensler ✓ 4-63	Asst. Principal	1000.	"	"	"	"	"	"	"			"	
A.H. Murtoff ✓ 4-18	and Normal Teacher	900.	"	"	"	"	"	"	"			"	
Howard E. Gansworth ✓ 4-18	storekeeper	900.	"	"	"	"	"	"	"			"	
Fannie I. Peter ✓ 4-63	Instructor in	900.	"	"	"	"	"	"	"			"	
Carrie E. Weekley ✓ 4-18	Blacksmithing	900.	"	"	"	"	"	"	"			"	
Emma A. Cutter ✓ 4-63	Disciplinarian	900.	"	"	"	"	"	"	"		Teaching	I	
Jessie W. Cook ✓ 4-13	clerk	900.	"	"	"	"	"	"	"		"	W	
H. Gardner ✓ 4-13	Matron	860.	"	"	"	"	"	"	"		"	"	
Margaret Roberts ✓ 4-18	Senior Teacher	840.	"	"	"	"	"	"	"		"	"	
Bertha Canfield ✓ 4-10	Outing Agent	840.00	"	"	"	"	"	"	"		Teaching	"	
W.H. Miller ✓ 4-10	Instructor in Carpentry	800.	"	"	"	"	"	"	"		"	"	
Harry F. Weber ✓ 4-63	Matron	800.	"	"	"	"	"	"	"		"	"	
Ed. A. Lau ✓ 4-10	Seamstress	800.	"	"	"	"	"	"	"		"	"	
Wm. Monnast ✓ 4-10	Financial clerk	780.	"	"	"	"	"	"	"		"	"	
M.S. Barr ✓ 4-63	Engineer	780.	"	"	"	"	"	"	"		"	"	
Benj. F. Bennett ✓ 4-225	Instructor in Carriagemaking	780.	"	"	"	"	"	"	"		"	"	
Mariette Wood ✓ 4-210	Tailoring	720.	"	"	"	"	"	"	"		"	"	
Annie H. Stewart ✓ 4-137	Nurse	720.	"	"	"	"	"	"	"		"	"	
Joanna R. Speer ✓ 4-93	Farmer	720.	"	"	"	"	"	"	"		"	"	
James R. Wheelock ✓ 4-63	Teacher	720.	"	"	"	"	"	"	"		"	"	
Fred W. Canfield ✓ 4-146	loyd Teacher	720.	"	"	"	"	"	"	"		vocal piano music	"	
Nellie V. Robertson ✓ 4-63	Asst. Matron	720.	"	"	"	"	"	"	"		Band music	Teaching	I
S.J. Nori ✓ 4-15	Band Leader	720.	"	"	"	"	"	"	"		piano	Teaching	I
W.S. Dysert ✓ 4-63	Drawing Teacher	660.	"	"	"	"	"	"	"			"	
Ella G. Hill ✓ 4-63	Clerk	660.	"	"	"	"	"	"	"			W	
Edith Prince ✓ 4-63	Instructor in shoemaking	660.	"	"	"	"	"	"	"		Instrumental piano music	"	
Jeannette L. Senseney ✓ 4-63	Laundry Manager	660.	"	"	"	"	"	"	"		"	"	
Florence M. Carter ✓ 4-63	Music Teacher	660.	"	"	"	"	"	"	"		"	"	
Fanny G. Paull ✓ 4-18	"	660.	"	"	"	"	"	"	"		"	"	
Hattie M. McDowell ✓ 4-146	"	660.	"	"	"	"	"	"	"		"	"	
Clara L. Smith ✓ 4-146	Teacher	660.	"	"	"	"	"	"	"		"	"	
Sadie E. Newcomer ✓ 4-146	"	660.	"	"	"	"	"	"	"		"	"	
Agnes May Robbins ✓ 4-152	"	600.	"	"	"	"	"	"	"		"	"	
Frances R. Scales ✓ 4-141	"	600.	"	"	"	"	"	"	"		"	"	
Emma H. Foster ✓ 4-141	"	600.	"	"	"	"	"	"	"		"	"	
E.H. Colegrove ✓ 4-141	"	600.	"	"	"	"	"	"	"		asst. Disciplinarian	"	

NAME OF EMPLOYEE.	POSITION.	SALARY.	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.	MUSICAL ABILITY.	SPECIAL LINES OF SKILL AND FITNESS.	RACE.	RECOMMENDATIONS AND REMARKS.
Frank T. Reising ⁴⁻¹⁴⁷	Teacher	\$600.	good	good	good	good	good	good	good			w	
Enoch M. Sherry ⁴⁻¹⁴⁷	"	600.	"	"	"	"	"	"	"			"	
Mabel B. Sherry ⁴⁻¹⁴⁷	"	600.	"	"	"	"	"	"	"			"	
Cora B. Hawk ⁴⁻²³⁵	"	600.	"	"	"	"	"	"	"			"	
Frances A. Veitch ⁴⁻¹⁴⁶	Asst. Matron	600.	"	"	"	"	"	"	"		Teaching	"	
Oella C. Munch ⁴⁻¹⁴⁶	"	600.	"	"	"	"	"	"	"		Domestic Science	"	
Minnie L. Ferree ⁴⁻¹⁴⁶	"	600.	"	"	"	"	"	"	"			"	
M.I. Zeigler ⁴⁻¹⁵⁷	Instructor in Harnessmaking	600.	"	"	"	"	"	"	"			"	
E.G. Sprow ⁴⁻¹⁴⁶	Tinsmithing	600.	"	"	"	"	"	"	"			"	
Charles H. Carns ⁴⁻¹⁴⁶	Painting	600.	"	"	"	"	"	"	"			"	
Eugene Estoppey, Jr. ⁵	Cook	600.	"	"	"	"	"	"	"			"	Voluble and erratic
Oliver Harlan ⁴⁻⁶⁶	Asst. Farmer	600.	"	"	"	"	"	"	"			"	
John A. Herr ⁴⁻²³⁶	Carpenter	600.	"	"	"	"	"	"	"			"	
Edith McHarg Steel ⁴⁻²³⁶	Librarian	600.	"	"	"	"	"	"	"			"	
Jas C. Scott ⁴⁻²³⁶	Teacher	540.	"	"	"	"	"	"	"			"	
Sadie F. Robertson ⁴⁻²³⁶	"	540.	"	"	"	"	"	"	"			"	
Alexander J. Pape ⁴⁻²³⁶	Baker	480.	"	"	"	"	"	"	"			"	
Wm. B. Gray ⁴⁻⁶⁶	Dairyman	480.	"	"	"	"	"	"	"			"	
Effie Moul ³⁻²¹¹	Asst. Matron	480.	"	"	"	"	"	"	"	organ	Teaching	"	
George Foulk ⁴⁻⁶⁶	Teamster	420.	"	"	"	"	"	"	"			"	
Chas W. Yeager ⁴⁻⁶⁷	Fireman	420.	"	"	"	"	"	"	"			"	
Geo. L. Gottwerth ⁴⁻⁶⁷	"	420.	"	"	"	"	"	"	"			"	
Johnson Bradley ⁴⁻¹⁶⁷	"	420.	"	"	"	"	"	"	"			I	
Gemis E. Baird ⁴⁻¹⁴⁷	Asst. Printer	400.	"	"	"	"	"	"	"			"	
Ida Swallow ⁴⁻¹⁴⁷	clerk	300.	"	"	"	"	"	"	"	piano music		"	
Emma G. Sky ⁴⁻²³⁶	"	360.	"	"	"	"	"	"	"			"	
Etta White ⁴⁻²³⁶	seamstress	360.	"	"	"	"	"	"	"			w	
E. Corbett ⁴⁻⁶⁴	"	300.	"	"	"	"	"	"	"			"	
Mary E. Lininger ⁴⁻⁶⁴	"	300.	"	"	"	"	"	"	"			"	
Susan Zeamer ⁴⁻⁶⁷	"	300.	"	"	"	"	"	"	"			"	
Beckie L. Goodyear ⁴⁻⁶⁷	"	300.	"	"	"	"	"	"	"			"	
Margaret O. Eckert ⁴⁻¹⁴⁷	"	300.	"	"	"	"	"	"	"			"	
Lizzie James ⁴⁻⁶⁷	Laundress	300.	"	"	"	"	"	"	"			"	
Ella Albert ⁴⁻⁶⁷	"	300.	"	"	"	"	"	"	"			"	
Etta S. Fortney ⁴⁻⁶⁷	"	300.	"	"	"	"	"	"	"			"	
Ida Boger ⁴⁻¹⁴⁷	"	300.	"	"	"	"	"	"	"			"	
Sara Pierre ⁴⁻¹⁴⁸	Hospital cook	300.	"	"	"	"	"	"	"			I	
Goliath Bigjim ⁴⁻²³⁶	Asst.	300.	"	"	"	"	"	"	"		Baker	"	
Anna F. Bennett ⁴⁻²³⁶	Housekeeper	180.	"	"	"	"	"	"	"			w	