

INDORSEMENT BY AGENT.

Agency, 190.....

The statements herein contained in regard to the employees of the
School are, in my opinion,

86174 OFFICE OF Indian Affairs Rec. DEC 10 1904

80/115

Dec. 9, 1904

SEMI-ANNUAL
EFFICIENCY REPORT
OF
EMPLOYEES
OF

Indian Industrial School,
Carlisle Pa. Agency.

E

File.

26

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.

86174

NAME OF EMPLOYEE.	POSITION.	SALARY. Per Y.	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.
1 W.A. Mercer ✓	Superintendent	\$1000.										W	
2 John R. Wise ✓	Asst. "	2000.	good	good	good	good	good	good	good			"	
3 W.B. Beitzel ✓	Clerk	1400.	"	"	"	"	"	"	"		Teaching	"	
4 W. Grant Thompson ✓	Supt. of Industries	1800.	"	"	"	"	"	"	"		Physical Instructor	"	
5 August Kensler ✓	Quartermaster	1200.	"	"	"	"	"	"	"			"	
6 Kate S. Bowersox ✓	Normal Teacher	1200.	"	"	"	"	"	"	"			"	
7 Ferdinand Shoemaker ✓	Physician	1200.	"	"	"	"	"	"	"			"	
8 A.S. Ely ✓	Outing Agent	1000.	"	"	"	"	"	"	"			"	
9 M. Burgess ✓	Supt. of Printing	1000.	"	"	"	"	"	"	"		Teaching	"	
10 Howard E. Gansworth ✓	Boys' Field Agent	900.	"	"	"	"	"	"	"			"	
11 Emma A. Cutter ✓	Senior Teacher	900.	"	"	"	"	"	"	"			"	
12 Carrie E. Weekley ✓	Matron	900.	"	"	"	"	"	"	"			"	"
13 A.H. Murtoff, ✓	Instructor in Blacksmithing	900.	"	"	"	"	"	"	"			"	
14 Mollie V. Gaither ✓	Outing Agent	840.	"	"	"	"	"	"	"			"	
15 H. Gardner ✓	Instructor in Carpentry	800.	"	"	"	"	"	"	"			"	
16 Bertha Canfield ✓	Seamstress	800.	"	"	"	"	"	"	"		Nurse	"	
17 Allah E. Saxon ✓	Matron	800.	"	"	"	"	"	"	"			"	
18 W.H. Miller ✓	Financial Clerk	780.	"	"	"	"	"	"	"			"	
19 Harry F. Weber ✓	Engineer	780.	"	"	"	"	"	"	"			"	
20 Ed. A. Lau ✓	Instructor in Carriagemaking	780.	"	"	"	"	"	"	"			"	
21 Mariette Wood ✓	Teacher	780.	"	"	"	"	"	"	"			"	
22 Margaret Roberts ✓	"	720.	"	"	"	"	"	"	"			"	
23 Wm. Nonnast ✓	Instructor in Tailoring	720.	"	"	"	"	"	"	"			"	
24 Benj. F. Bennett ✓	Farmer	720.	"	"	"	"	"	"	"			"	
25 M.S. Barr ✓	Nurse	720.	"	"	"	"	"	"	"			"	
26 Charles Lamar ✓	Band Leader	720.	"	"	"	"	"	"	"			"	
27 Sadie E. Newcomer ✓	Teacher	720.	"	"	"	"	"	"	"			"	
28 E.H. Colegrove ✓	"	720.	"	"	"	"	"	"	"		Asst. Disciplinarian	"	
29 Fred W. Canfield ✓	Drawing "	720.	"	"	"	"	"	"	"			"	
30 Anne H. Stewart ✓	Sloyd	720.	"	"	"	"	"	"	"			"	
31 John A. Herr ✓	Asst. Carpenter	700.	"	"	"	"	"	"	"			"	
32 Nellie V. Robertson ✓	Clerk	660.	"	"	"	"	"	"	"		piano Teaching	I	
33 S. J. Nori ✓	"	660.	"	"	"	"	"	"	"			"	
34 W.S. Dysert ✓	Instructor in Shoemaking	660.	"	"	"	"	"	"	"		Instrumental piano Music	W	
35 Ella G. Hill ✓	Laundry Manager	660.	"	"	"	"	"	"	"			"	
36 Jeannette L. Senseney ✓	Music Teacher	660.	"	"	"	"	"	"	"			"	
37 C.M. Stauffer ✓	" "	660.	"	"	"	"	"	"	"			"	
38 Florence M. Carter ✓	Teacher	660.	"	"	"	"	"	"	"			"	
39 Fanny G. Paull ✓	"	660.	"	"	"	"	"	"	"			"	
40 Hattie M. McDowell ✓	"	660.	"	"	"	"	"	"	"			"	
41 Clara L. Smith ✓	"	660.	"	"	"	"	"	"	"			"	
42 Frances R. Scales ✓	"	660.	"	"	"	"	"	"	"			"	
43 Agnes May Robbins ✓	"	660.	"	"	"	"	"	"	"			"	
44 Emma H. Foster ✓	"	600.	"	"	"	"	"	"	"			"	
45 Cora B. Hawk ✓	"	600.	"	"	"	"	"	"	"			"	
46 Sadie F. Robertson ✓	"	600.	"	"	"	"	"	"	"			"	

The above statement in regard to the employees of the Indian Industrial School is correct, according to the best of my knowledge and belief.

W.A. Mercer
 Superintendent,
 Capt. 7th. Cav.,

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.
47 Mary A. Yarnall ✓	Teacher	600.00	good	good	good	good	good	good	good	music		W	
48 Frances A. Veitch ✓	Asst. Matron	600.00	"	"	"	"	"	"	"	piano		"	
49 Oella C. Munch ✓	"	600.00	"	"	"	"	"	"	"		Domestic Science	"	
50 Minnie L. Ferree ✓	"	600.00	"	"	"	"	"	"	"			"	
51 Bessie B. Beach ✓	Librarian	600.00	"	"	"	"	"	"	"			"	
52 Helen E. Krise ✓	Clerk	600.00	"	"	"	"	"	"	"			"	
53 Alice Lamar ✓	Cook	600.00	"	"	"	"	"	"	"			"	
54 Oliver Harlan ✓	Asst. Farmer	600.00	"	"	"	"	"	"	"			"	
55 M. I. Zeigler ✓	Instructor in Harnessmaking	600.00	"	"	"	"	"	"	"			"	
56 E. G. Sprow ✓	"Tinsmithing	600.00	"	"	"	"	"	"	"			"	
57 Charles H. Carns ✓	"Painting	600.00	"	"	"	"	"	"	"			"	
58 Effie Moul ✓	Asst. Matron	480.00	"	"	"	"	"	"	"	organ	Teaching	"	
59 Wm. B. Gray ✓	Dairyman	480.00	"	"	"	"	"	"	"			"	
60 Goliath Bigjim ✓	Baker	480.00	"	"	"	"	"	"	"			"	
61 Charles Kennedy ✓	Fireman	420.00	"	"	"	"	"	"	"			W	
62 Geo. L. Gottwerth ✓	"	420.00	"	"	"	"	"	"	"			"	
63 Johnson Bradley ✓	"	420.00	"	"	"	"	"	"	"			"	
64 George Foulk ✓	Teamster	420.00	"	"	"	"	"	"	"			"	
65 Luzenia Tibbetts ✓	Teacher	420.00	"	"	"	"	"	"	"			"	
66 Anna Goyituey ✓	"	420.00	"	"	"	"	"	"	"			"	
67 Genus E. Baird ✓	Asst. Printer	420.00	"	"	"	"	"	"	"			"	
68 Ida Swallow ✓	Asst. Clerk	360.00	"	"	"	"	"	"	"	Instrumental piano	music	"	
69 Emma G. Sky ✓	"	360.00	"	"	"	"	"	"	"			"	
70 Sara Pierre ✓	Hospital Cook	360.00	"	"	"	"	"	"	"			"	
71 Beckie L. Goodyear ✓	Asst. Seamstress	300.00	"	"	"	"	"	"	"			W	
72 E. Corbett ✓	"	300.00	"	"	"	"	"	"	"			"	
73 Mary E. Lininger ✓	"	300.00	"	"	"	"	"	"	"			"	
74 Susan Zeamer ✓	"	300.00	"	"	"	"	"	"	"			"	
75 Margaret O. Eckert ✓	"	300.00	"	"	"	"	"	"	"			"	
76 Elizabeth Searight ✓	"	300.00	"	"	"	"	"	"	"			"	
77 Lizzie James ✓	Laundress	300.00	"	"	"	"	"	"	"			"	
78 Ella Albert ✓	"	300.00	"	"	"	"	"	"	"			"	
79 Etta S. Fortney ✓	"	300.00	"	"	"	"	"	"	"			"	
80 Ida Boger ✓	"	300.00	"	"	"	"	"	"	"			"	
81 Katherine Butler ✓	"	300.00	"	"	"	"	"	"	"			"	
82 Nekifer Shouchuk ✓	Cook	300.00	"	"	"	"	"	"	"			"	
83 Anna F. Bennett ✓	Housekeeper	180.00	"	"	"	"	"	"	"			W.	

The above statement in regard to the employees of the ~~Indian Industrial~~ School is correct, according to the best of my knowledge and belief.

M. W. W.
 _____, Superintendent.
 Capt. 7th. Cavy.,