

INDORSEMENT BY AGENT.

Indian Industrial School,

CARLISLE, PA. Agency,

MAR 31 1906, 190

The statements herein contained in regard to the employees of the
Indian Industrial School,

CARLISLE, PA. School, are, in my opinion, correct.

W. A. Weston

Major 11th Cavy. Supt.

26088

OFFICE OF
Indian Affairs
Rec. MAR 24

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MAR 31 1906, 190

SEMIANNUAL
EFFICIENCY REPORT

OF

EMPLOYEES

OF

Indian Industrial School,

CARLISLE, PA. School,

Agency.

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Filed ✓

To Rupt. 3/29/06 Jc.

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SEMIANNUAL

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 the 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. Year	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.
Emma K. Hetrick 5-23 4-122	Teacher	600.	Good	Good	Good	Good	Good	Good	Good			W	
John S.C. Spickerman	Teacher	600.	
John L. Walters 5-218	Teacher	600.	
Stacy Matlack 4-127	Asst. Disciplinarian	600.		Clerical	I	
Bessie B. Beach 5-106	Librarian	600.			W	
Effie Moul 5-218	Asst. Matron	600.	
Margaret O. Eckert 4-147	Asst. Matron	600.	
Elizabeth C. Sloan 5-219	Asst. Matron	600.	
Lydia E. Kaup 5-40	Teacher	600.	
Lizzie James 4-67	Cook	600.	
Norman Egolf	Asst. Farmer	600.	
Goliath Bigjim 4-236	Baker	540.			I	
Anna Goyituey 5-107	Teacher	480.	
Rosa Dillon 5-219	Asst. Matron	480.	
Wm. B. Gray 4-66	Dairyman	480.			W	
Genus E. Baird 4-147	Asst. Printer	480.			I	
Wilson Charles 5-218	Asst. Carriagemaker	420.	
Charles C. Dillon 5-154	Blacksmith	420.	
Chauncey E. Archiquette 4-125	Asst. Clerk	420.	
George Foulk 4-66	Teamster	420.			W	
Geo. L. Gottwerth 4-67	Fireman	420.			W	
Philibert Lutz	Fireman	420.	
Stephen Albanez 4-67	Fireman	420.			I	
Beckie L. Goodyear 4-67	Asst. Seamstress	360.			W	
Sara Pierre 4-148	Hospital Cook	360.	
E. Corbett 5-220	Asst. Seamstress	300.	
Susan Zeamer 4-67	Asst. Seamstress	300.	
Etta S. Fortney 5-49-107	Asst. Laundress	300.	
Ella Albert 4-68	Asst. Laundress	300.	
Ida Boger 4-147	Asst. Laundress	300.	
Charles Sorrell 5-219	Asst. Cook	300.			I	
	Cook												
	Assistant Cook												
	Assistant Cook												
	Farmer												
	Carpenter												
	Tailor												
	Shoe and Harness Maker												
	Blacksmith												
	Night Watchman												
	Gardener												
	Engineer												

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.

W. A. Mercer, Superintendent.
Major 11th Cav. Supt.