



February
2012

THE SUCCESS STORY



**Adam
Kendall**

THE ROAD TO SELF SUFFICIENCY

Adam has been employed as a Sales Associate at Best Buy for 4 ½ years. He loves his job & says the best part of it is working with the customers. Adam is always cheerful while assisting them in finding whatever items they are looking for.

Adam has received support from Success Unlimited since 2007. He has attended the NW Tech & is currently enrolled at the University of North Dakota. Adam has applied for admission to the Criminal Justice program & hopes to enter law school.

Adam's dream job is to be a criminal defense attorney. In his leisure time, Adam enjoys spending time on the internet, watching movies, and playing PlayStation 3 games.



Resume Tips

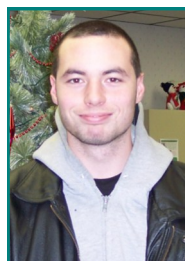
Your resume has 5-10 seconds to make an impression....make sure it's a good one.

- Use a basic font & make sure all contact information is in bold print at the top
- Keep your resume at 1-2 pages, the shorter the better, with all relevant information included
- List only your 3 most recent jobs & most recent educational history
- Eliminate objectives, but do identify your qualifications for the position you are applying for
- Refrain from using the "I" word
- Do not list or include references with your resume
- Make sure your resume looks professional with even spacing & is printed clearly on good stock
- Employers who see a carelessly prepared resume will assume that you would be a careless employee, so proofread your resume & have someone else review it to make sure it's error free

Congratulations & Welcome to the Work Force



Jeff Kulvik
Employed at
Pizza Ranch



Devan Ellsworth
Joined the crew of
Kimco



Kassie Jacobson
employed by the
University of North Dakota





2011 In Review

Job Placements

17 people were welcomed to the work force in 2011!!



*Eliminating the "R" Word,
Erin Baumann, presenter*

Quarterly Focus Groups

*Developing Healthy Relationships
was presented by the
Community Violence Intervention Center*



*Social Security issues,
Howard Kossover, presenter*



A panel discussion on Employer Expectations

Success in Action (SIA) - Community Outreach

Provided Christmas gifts for the Community Violence Intervention Center

Gathered winter garments for the Salvation Army's coat drive



Collected food items for St. Joseph's Food Pantry

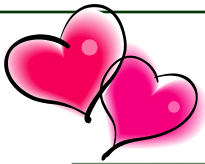
*Northlands Rescue Mission was a recipient of
products gathered for our local shelter*



*Polk County Animal Shelter received
pet food & animal care products.*

*Employees participated in the
Festival of Trees event to provide a
Christmas tree to a local family in need.*





2011 In Review



Our 20 year anniversary in July was celebrated with recognition events for employers, consumers, employees & providers

Our second annual 5K Run/Walk, Success Works, event raised funds for employment grants for persons served & promoted National Disability Employment Awareness Month.



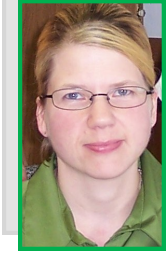
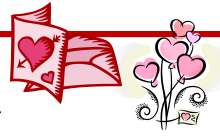
Winter Warm Up Focus Group



The GF Fire Department presented interesting facts on how to use and handle fire extinguishers, smoke alarms and carbon monoxide detectors. During a demonstration on using a fire extinguisher and what to expect after using one, they shared how long a fire extinguisher lasts after being used and it's lifetime without being used. They covered what kind of fires you would use a fire extinguisher on and which fires would require water. They also said that it's important to always sleep with your bedroom door closed. Everyone shared their fire related experiences.



From the Desk of Tanja Kapinos, CEO



Discrimination is defined as "The unjust or prejudicial treatment of different categories of people or things, esp. on the grounds of race, age, or sex". Given the nature of our business, we pay special attention to discrimination against people with disabilities in the workplace. The Americans with Disabilities Act of 1990 was designed to remove barriers and delineate rights for those individuals; however, at the same time, it caused many employers to become wary of hiring people with disabilities for fear of the negative reaction they might get when carrying out necessary disciplinary procedures. In some instances it also seems to have created situations where some employees with disabilities have managed to keep their jobs, despite not performing the essential functions of their positions. It can be difficult to decide whether or not to terminate any employee, but especially an employee with a disability, even with good reason. According to the Alexander Hamilton Institute, which publishes personnel guides for managers, there are five general areas that should be taken into account when evaluating an employee's work performance: *Accommodations*; such as a modified work schedule, *Alternatives*; like trying the person in a new position, *Performance*, regular employee evaluations; *Policy*, following the same policies for all employees; and *The Basics*, is a decision to terminate fair, honest and in good faith? When all of these things have been considered, employers shouldn't be fearful of repercussions when terminating employment. Qualified employees with disabilities should always be given equal opportunities in the workplace, but in turn, they need to make sure they are performing up to their employer's standards & aren't expecting special treatment that isn't accorded to all employees.



View all editions of *The Success Story* newsletter at www.successunlimitedinc.org

SUCCESS UNLIMITED

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**Employment
Support Services
for People
with Disabilities**



Resolve to succeed;
The greatest discovery one can make is that nothing is impossible