329: Envision the Future

300: Human Resources · https://milo.masseyservices.com/docs/329-envision-the-future/

Section: Human Resources
Subject: Envision the Future
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Policy

At Massey Services, Inc. we believe in professional growth and development and we encourage our employees to seek new opportunities within our Company. To help accomplish this, we have established the following Envision the Future! policy. Employees who are interested in learning more about other positions within the organization should follow the procedures outlined below.

Eligibility

To be eligible for a transfer to a different position or location employees must first meet the minimum qualification standards of the position they seek. A list of all positions within the Company will be maintained at each Service Center. Job Descriptions are located in the Policy & Procedure Manual at each Service Center.

Procedures

1. As soon as an employee has an interest in a different position and/or location, the first step is to complete an Envision The Future Questionnaire. This is not an application form. It is simply a document to be used as the basis for additional discussions about the employee's interest in other opportunities. Completion of this form does not necessarily mean that a specific position is available and does not guarantee an employee's eligibility for any vacancies that may exist. This form should be completed by an employee who is interested in other opportunities within the

Company whether there are current openings or not.

2. Upon completion, the Envision The Future! Questionnaires should be submitted to the employee's direct supervisor/manager, the Regional Manager or Human Resources. A meeting will be arranged between the employee and the appropriate parties to discuss the specific qualifications and requirements for the position.
3. In some cases, the Professional Progression Form will be completed by the manager and periodically reviewed with the employee. The purpose of this form and the subsequent progress review(s) is to open the lines of communication between the employee and management and to keep the employee comprised of his/her performance and progression toward eligibility for a certain position. (Please note: Although an employee may become eligible for a certain position after a period of time, Massey Services does not guarantee transfers, promotions, or the addition of new positions at any specific time. Availability of positions is based on actual vacancies, Company needs, budgets, levels of business, and other related factors)
4. Regional Managers will be responsible for coordinating progress reviews (which may be incorporated into the regular Performance Appraisal) for the purpose of discussing the employee's progression toward the position he/she has expressed interest in.
5. The intent of this policy is to encourage and support professional growth and development and to coordinate changes that are in the best interests of both the Company and the employee. Envision The Future! Questionnaires will be reviewed by management to ensure consistency with this intent. Consideration of transfers, promotions or position changes as a result of this process must reflect this objective.
6. Massey Services, Inc. reserves the right to recruit and hire individuals who are most qualified to fill vacancies. In some cases this can be accomplished internally, however nothing in this policy restricts the Company from filling vacancies with the most qualified individuals available, regardless of their employment status.
7. Managers are free to initiate a conversation with an employee for the purpose of suggesting a particular course of action toward professional progression. Both Managers and employees are encouraged to make use of this policy and procedure.

Position Listings: This list is subject to change at any time.

Accounting	Director of Human Resources	Receptionist

Accounting Assistant	Director of Marketing	Regional Manager
Accounts Payable	Director of Quality Assurance	Regional Sales Manager
Accounts Receivable	Employment & Benefits Manager	Regional Training & Technical Manager
Administrative Analyst	Executive Assistant	Reinspector
Administrative Assistant	Fumigator	Sales
Administrative Systems Coordinator	General Manager	Sales Inspector
Administrative Training Supervisor	Helper	Sales Manager
Commercial Account Executive	Human Resources Administrative Generalist	Service Center Administrative
Corporate Administrative	Marketing Assistant	Service Center Management
Corporate Management	Office Manager	Service Manager
Customer Care Specialist	Payroll Administrator	Soil Treatment Specialist
Data Entry Specialist	Pest Prevention Technician (Commercial)	Technical & Training Director (Termite, Lawn & Pest)
Data Processing	Pest Prevention Technician (Residential)	Technicians
Director of Accounting	President	Termite Technician
Director of Finance & Administration	Purchasing Manager	

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