Creating Organizational Charts

University Human Resources

2019

What Should Be Included?

Overall:
- Organization/Department/Unit name
- Revision date
- All positions with current incumbents
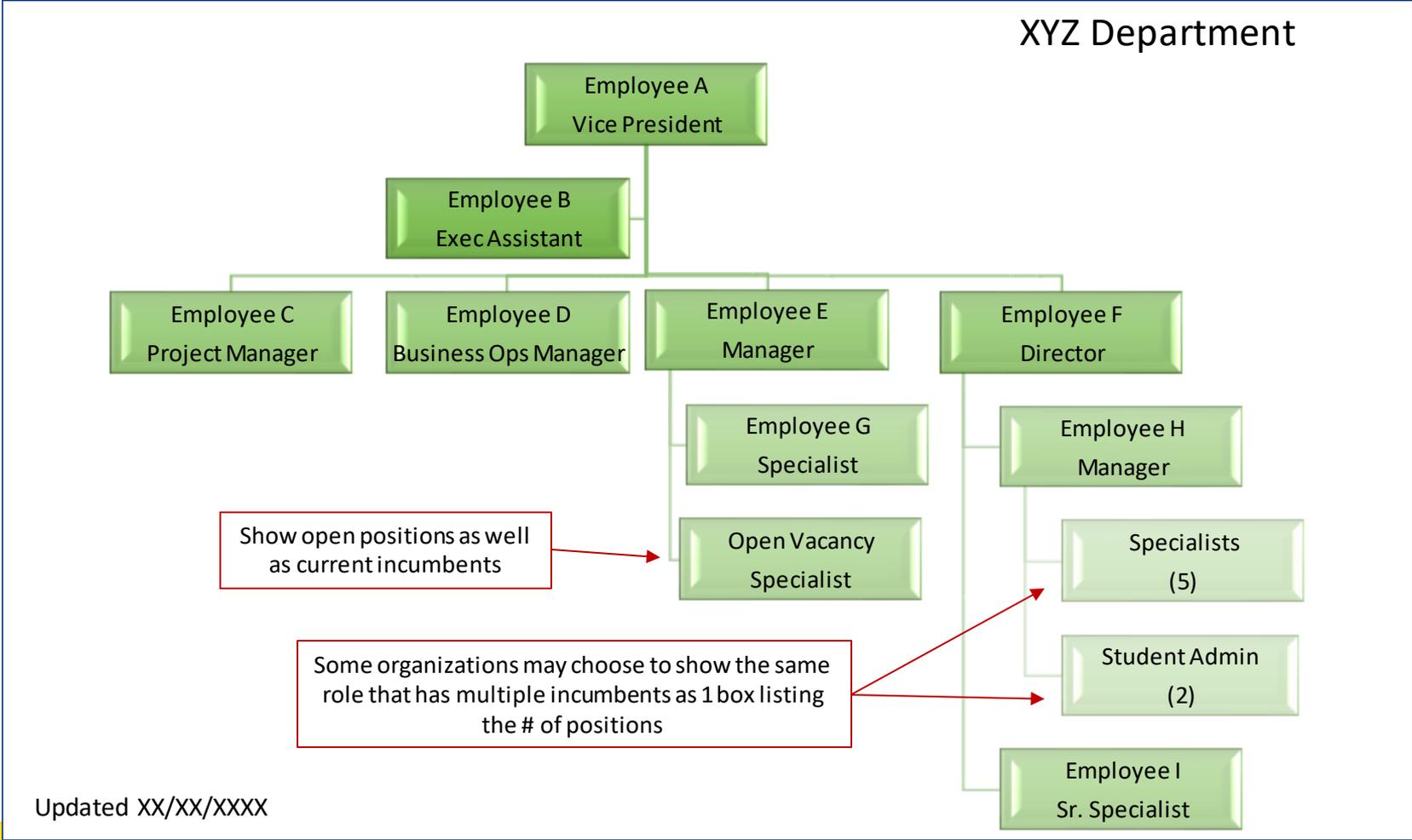
In each box:

Names of current incumbent or indication of vacancy
- Job title (aka Working or Desk title)

When submitting an organizational chart with a new or revised position description, ensure the following are included:
- Two levels of supervision above the position being reviewed, including dotted line reporting structures.
- Names and titles of all direct reports including vacancies, if applicable.

Sample

XYZ Department

Employee A
Vice President

Employee B
Exec Assistant

Employee C
Project Manager

Employee D
Business Ops Manager

Employee E
Manager

Employee F
Director

Employee G
Specialist

Employee H
Manager

Open Vacancy
Specialist

Specialists
(5)

Student Admin
(2)

Employee I
Sr. Specialist

Show open positions as well as current incumbents

Some organizations may choose to show the same role that has multiple incumbents as 1 box listing the # of positions

Updated XX/XX/XXXX

Helpful Links

Resources to assist in creating organizational charts:

- Excel, Word or PowerPoint

  https://support.office.com/en-us/article/Create-an-organization-chart-9B51F667-11B7-4971-A757-A08A36684EE6

- Visio (using information from Excel)

  https://support.office.com/en-us/article/create-a-visio-organization-chart-abb3dd17-2692-439f-9945-3a015767d96a

  Simon SezIt video:

  https://www.youtube.com/watch?v=fqLz1qSNIEs