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

Show open positions as well as current incumbents

Updated XX/XX/XXXX
Helpful Links

Resources to assist in creating organizational charts:

• Excel, Word or PowerPoint

• 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=fqLz1qSNlEs