

Creating Organizational Charts

University Human Resources
2019



UNIVERSITY OF
OREGON

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

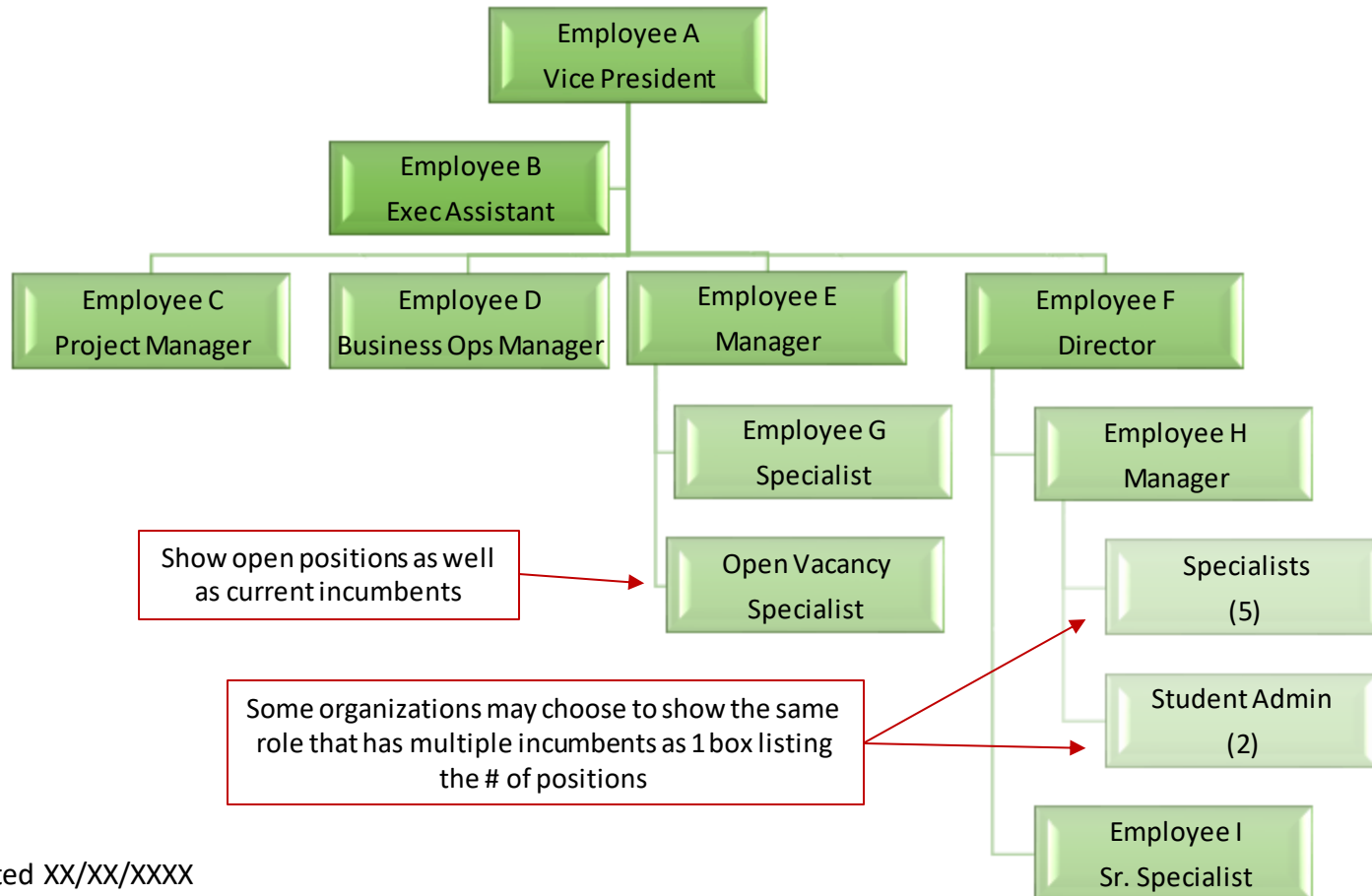
- Job title (aka Working or Desk title)

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



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>