Creating Organizational Charts

Oregon State University

Office of Human Resources

Why and How Organizational Charts are Used

An organizational chart:

- is a graphic portrayal of a unit's formal structure, that provides a clear picture of the area of responsibility and reporting relationships within the unit.

- can be used to define the roles and responsibilities of positions within a unit; visualize the structure of the workforce; and establish a structure of authority, communication channels, and specific operational functions and tasks.

- is used in many human resource related processes to make decisions including, but not limited to, recruitment, classification, organizational development activities such as restructuring, and training.

- is used to establish decision-making processes and specific operational functions.

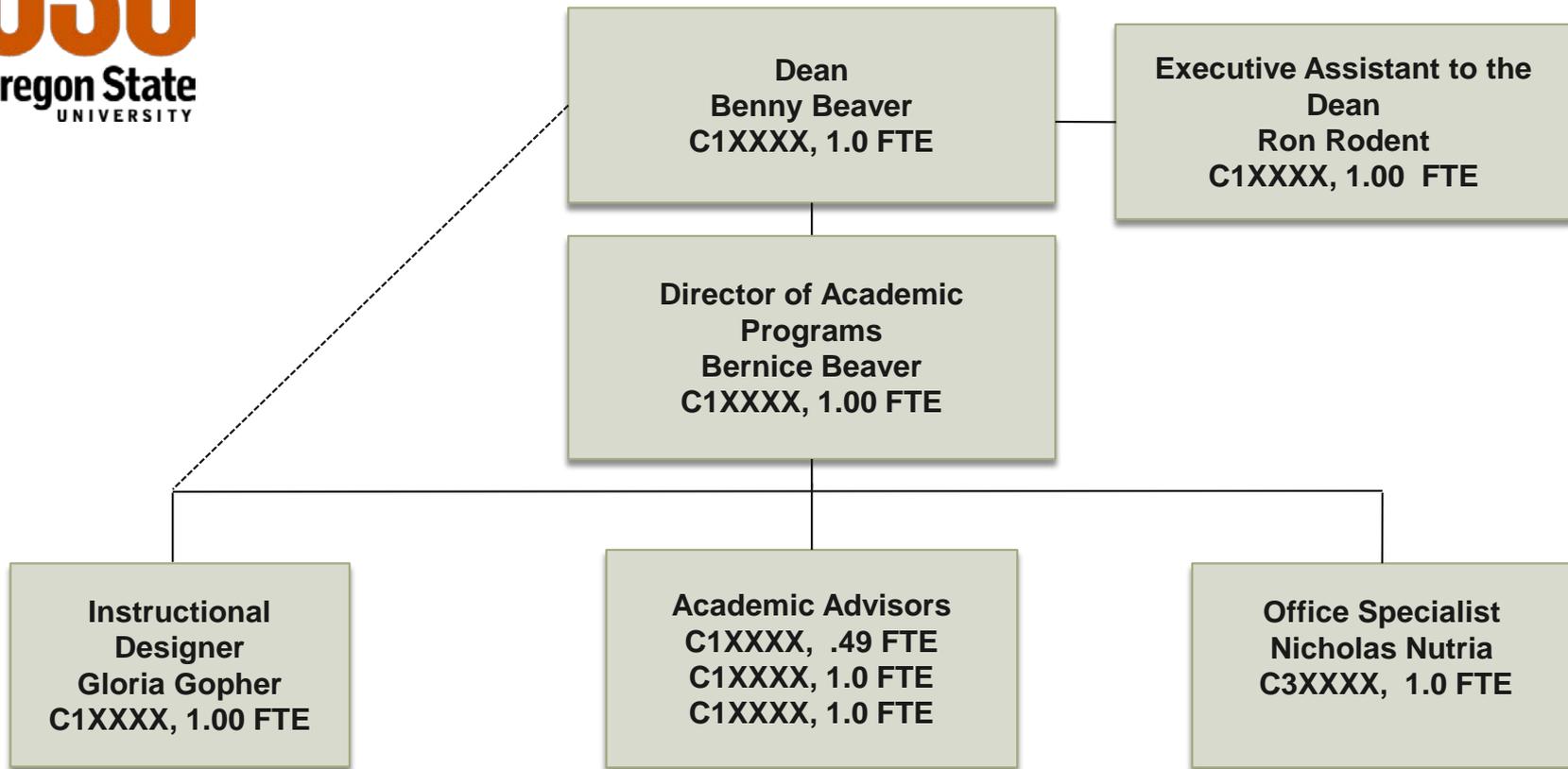Office of Human Resources, Classification and Compensation

What Should Be Included?

1. Organization/Department/Unit name
2. Working title, Job Title or Position Title
3. Current incumbent name or indication of vacancy
4. Position number
5. Position FTE
6. Two levels of supervision above the position being reviewed or established, including dotted line reporting structures.
7. Names and position titles of direct reports, if applicable.
8. Revision date

Organizational Chart Sample

College of Mascot Development

Dean
Benny Beaver
C1XXXX, 1.0 FTE

Executive Assistant to the Dean
Ron Rodent
C1XXXX, 1.00 FTE

Director of Academic Programs
Bernice Beaver
C1XXXX, 1.00 FTE

Instructional Designer
Gloria Gopher
C1XXXX, 1.00 FTE

Academic Advisors
C1XXXX, .49 FTE
C1XXXX, 1.0 FTE
C1XXXX, 1.0 FTE

Office Specialist
Nicholas Nutria
C3XXXX, 1.0 FTE

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Keeping It Current

- Updating the organizational chart is an important part of business operations

- Reviewing the organizational chart on a regular basis is best practice

- Activities or occurrences that may trigger an organizational chart update:

  - Position description changes that affect the organization

  - Addition or elimination of positions

  - Organizational restructuring

Helpful Links to Creating Organizational Charts

Resources for programs that can be used to create organizational charts include:

- Excel, Word or Power Point:

https://support.office.com/en-us/article/Create-an-organization-chart-21ada00d-82e6-4340-9033-439ac2843c37

- Visio (using information from an Excel spreadsheet):

https://support.office.com/en-au/article/Create-a-Visio-2007-organization-chart-from-Excel-2007-worksheet-data-37631b1e-1644-4735-a365-7abe7d09eb09