

## Creating an Organization Chart

An organization chart is a required attachment to any Personnel /Position Action Request. There are several software programs that may be used to develop organization charts. Use of MS Word is common in DNR therefore these directions show how Human Resources Representatives/Managers may create an organization chart in Microsoft Word 2013 for their unit/section.

1. Access Microsoft Word 2013
2. Click the **Insert** Tab
3. Click **Smart Art**
4. In the left pane click on **Hierarchy** and select a style from the list. Then click **ok**.
5. Click on one of the text boxes that appear in your document and begin typing the applicable information regarding the employee/position.
6. To delete a text box, right click on it and select **Cut**. To add a text box, right click on the box and click on **Add Shape**. Options for adding a shape after, before, above, below and add an assistant will be given.
7. When you click on the overall organization chart the **Design** and **Format** tabs will appear. Format and design the chart by using these tables.

## Proper Organization Chart Format

Each text box in an organization chart must contain the following data.

- Employee Name or vacant
- Current Job Title
- Position Number
- Pay Grade

Text boxes must have a white background and black text. Text boxes with background or colors makes it difficult to read when documents have been scanned, faxed or copied.

In chart #1 below Robert Johnson and Cindy Smith report to Jane Taylor. Cindy Smith provides a support function for Jane Taylor and although she reports to Jane Taylor she is shown out to the side of Jane Taylor but still has a direct line reporting relationship to Taylor. Organization charts must have those who report to one another in a direct line relationship as shown here. In the organization charts below management staff is shown in chart #1 and a subunit of the same organization is shown in chart #2. Consideration should be given to showing organizations in this “cascading” manner instead of attempting to crowd an entire large organization onto one page.

Chart 1

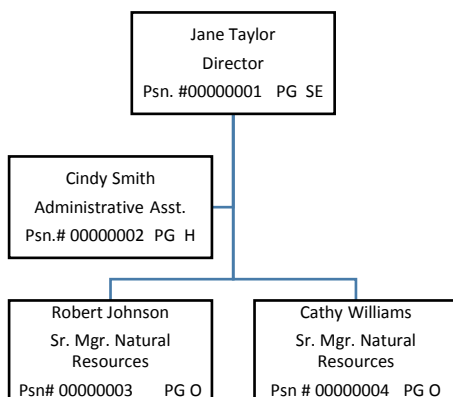


Chart 2

