

STEPS TO CREATE ORGANIZATION CHART

1. Insert page break at end of PDQ document
2. Insert > Smart Art > organization chart
3. Add 2 subordinate levels to 2nd level middle shape
4. Edit & delete out unnecessary shapes
5. Click & fill in:
title
posn.# (or exempted)
FTE
***DO NOT USE PERSONAL NAMES AS THESE CHANGE!**
6. LIKE positions can be grouped together in same shape, i.e: Custodian I
Posn. 76, 132, 339
3.0 FTE

