



DEPARTMENT OF HUMAN  
RESOURCES

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## NEW HIRE FORM

THIS FORM MUST BE COMPLETED BY A HIRING MANAGER AND  
BROUGHT TO HUMAN RESOURCES WITH YOUR HIRING PACKET  
PRIOR TO YOUR START DATE

|  |  |
|--|--|
| NEW HIRE<br>NAME                       |  |
| DEPARTMENT /<br>PROGRAM                |  |
| DEPARTMENT /<br>PROGRAM<br>BUDGET CODE |  |
| JOB TITLE                              |  |
| START DATE                             |  |

## HIRING MANAGER VERIFICATION

|            |  |
|------------|--|
| PRINT NAME |  |
| SIGNATURE  |  |
| DATE       |  |

