



DEPARTMENT OF HUMAN
RESOURCES

Shuster Hall, Room 230
250 Bedford Park Blvd West
Bronx, NY 10468

Phone: 718-960-8181
Fax: 718-960-1191
www.lehman.edu

NEW HIRE FORM

PLEASE COMPLETE AND BRING THIS FORM WITH YOU TO HUMAN
RESOURCES PRIOR TO YOUR START DATE

NEW HIRE NAME	
DEPARTMENT	
JOB TITLE	
START DATE	

HIRING MANAGER VERIFICATION

PRINT NAME	
SIGNATURE	
DATE	

* Please note an Appointment letter can be used in place of this form.

