

**PERSONNEL REVIEW COMMITTEE**  
**EMPLOYMENT CONTRACT APPROVAL FORM**

<b>DEPARTMENT</b>	<b>POSITION #</b>
<b>CONTRACTOR NAME:</b>	
<b>PERSONNEL REVIEW COMMITTEE APPROVAL</b>	_____

**STATEMENT OF WORK:**

**[Provide a detailed description of the work to be performed.]**

## **JUSTIFICATION FOR CONTRACT**

**[The justification for the contract will be presented to and approved by the Personnel Review Committee prior to hire. The following information must be included here: justification for hire, process for selection (i.e. solicitation, former employee), specific qualifications of the individual to perform the related work, justification for awarding work to any individual that is not a City of Boston resident.]**