

Sample Process Recording

From: Wilson, Suanna, J., Recording - Guidelines for Social Workers. Free Press, New York 1976

The following items should be included in a process recording:

- A. Identifying/Demographic Information (Name of client, date of interview, name of student, etc.)
- B. Chronological replay of the interaction/interview.
- C. Description of any non-verbal activities that occurred.
- D. Students feelings and reactions to the client interview/interaction as it took place.
- E. Analytical thoughts about the interview.
- F. Diagnostic Summary and impressions (Paragraph summarizing the analytical thoughts).
- G. Treatment Plan/Goals for further social work contacts.

A sample format for recording the content of the interview in a process recording format:

SUPERVISORY COMMENTS	CONTENT/DIALOGUE	GUT-LEVEL FEELINGS	ANALYSIS
<p>In this column, the supervisor can make remarks, comments, etc. regarding the interactions, student feelings or analysis that took place during the interview.</p>	<p>Record word for word what happened in the interview, including both verbal and non-verbal communication. If there were unscheduled interruptions or activities, record these also.</p>	<p>Indicate how <u>you</u> were feeling as the activity or interaction was taking place. Use this space to identify and look at <u>your</u> feelings.</p>	<p>Your analysis of the interview content, your interactions, interventions, etc.</p>
<p>Lets discuss opening interviewing techniques</p>	<p>Student: Hello Mrs. J. I=m your social worker and would like to talk to you.</p> <p>Client: Well, I=m not sure why I need to see you.</p>	<p>Maybe she won=t like me or won=t be willing to tell me anything!</p>	<p>Perhaps a place to describe role of the social worker?</p>

PROCESS RECORDING OUTLINE

Students Name: _____ Client=s Name: _____

Interview Date: _____ Session #: _____

- I. PURPOSE OF THE SESSION: (Statement of the purpose that is concise, clear and specific. Show relatedness between this session and the previous session).
- II. OBSERVATION: (Appearance, affect, behavior. How does the client present him/herself?)
- III. CONTENT: (Using the recording form below record one significant exchange in the beginning, in the middle, and at the end of the interview.)

Interview Content:	Client’s feelings/affect	Student’s gut level feelings	Student’s responses	Analysis of your interventions; and any identification of themes or issues	Supervisory comments

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*Use feeling words to describe your own feelings from the session (see attachment).

- IV. IMPRESSIONS/ASSESSMENT: 1) What did you observe throughout the session -- behavior and affect; 2) was the behavior/affect appropriate, explain; 3) how does this behavior/affect fit with what you know about the client's past behavior/affect; and 4) identify the major themes/issues that emerged.
- V. USE OF PROFESSIONAL SELF: Choose two significant interventions you made: 1) identify/describe; 2) what was your impression of your effectiveness; and 3) what would you change.
- VI. PLANS: (Brief statement of your plans for the next session, long range goals, short-range goals that are relevant for this client.)
- VII. ISSUES, QUESTIONS OR PROBLEMS: (To explore in supervisory sessions.) Areas to explore in your supervisory conference: include issues of diversity, value dilemmas, counter-transference etc.

List of Feeling Words

1. worried, troubled, nervous, anxious, apprehensive, fearful, uneasy, concerned, restless, disturbed, unquiet, disquieted, solicitous, fretful, frantic, threatened, confronted, hassled, burdened, upset
2. eager, excited, elated, cheered, joyous, inspirited, fulfilled, overjoyed, happy, en-heartened, stimulated, animated, blithesome, merry, delighted, ecstatic, euphoric, gratified, enraptured, interested, expectant, hopeful, light, gay, exhilarated, lively, vivacious, flighty, optimistic, bright, pleased, enthralled
3. depressed, down, disappointed, dispirited, disillusioned, disheartened, destitute, wasted, empty, worthless, deficient, unequipped, discouraged, sorrowful, miserable, horrible, discomfited, lousy, hurt, wounded, injured, frustrated, exasperated, forlorn, wretched, dejected, rejected, desperate, pessimistic, hassled, crushed, jinxed
4. agitated, irritated, pissed off, perturbed, embittered, upset, annoyed, bothered, irritated, plagued, provoked, harassed, angry vexed, disgusted, furious, offended, resentful, dismayed, raged, infuriated, bitter, revengeful, unsettled, steaming, boiling
5. confused, ambivalent, indecisive, unsure, uncertain, perplexed, abashed, unprepared, disconcerted, torn, puzzled, bewildered, baffled, lost, hesitant, disoriented, discomfited, conflicted
6. indifferent, apathetic, unfeeling, unconcerned, alienated, isolated, alone, detached, uninvolved, removed, separated, alone, apart, displaced, distant, lethargic, platonic, listless, disoriented, unmotivated, lazy
7. manipulated, controlled, dominated, subordinate, ruled, misused, abused, inferior, subjected, caged, obligated, smothered, victimized, blocked
8. amazed, shocked, surprised, appalled, inquisitive, overwhelmed
9. ridiculous, amused, entertained, foolish, embarrassed
10. wistful, wishful, thoughtful, wondering, desirous, pensive, hopeful
11. content, satisfied, appeased, calm, peaceful, composed, soothed, conciliated, comfortable, mellow
12. playful, frolicsome, devilish, mischievous, meddlesome, naughty
13. forgotten, overlooked, neglected, disregarded, omitted, slighted, unheeded, abandoned, shelved, forsaken
14. esteemed, respected, considered, noticed, superior, high, observed, regarded, honored, revered, venerated, adored, worshiped, important, cherished
15. free, liberated, unrestrained, loose, easy, uninhibited, open, mellow
16. protective, helpful, motherly, maturing, needed
17. guilty, blamed, faulty, culpable