## **Sample Process Recording**

From: Wilson, Suanna, J., <u>Recording - Guidelines for Social Workers</u>. 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:

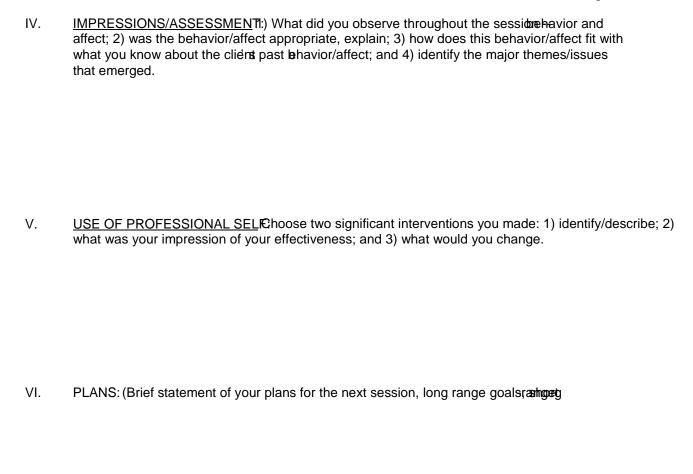
SUPERVISORY COMMENTS	CONTENT/DIALOGUE	GUT-LEVEL FEELINGS	ANALYSIS
In this column, the supervisor can make remarks, comments, etc. regarding the interactions, student feelings or analysis that took place during the interview.	Record word for word what happened in the interview, including both verbal and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

## PROCESS RECORDING OUTLINE

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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

<sup>\*</sup>Use feeling words to describe your own feelings from the session (see attachment).



## 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, hapbyattened, stimulated, animated, blithesome, merry, delighted, ecstatic, euphoric, gratified, enraptured, interested, expectant, hopeful, light, gay, exhilarated, livelyjvacious, flighty, optimistic, bright, pleased, enthralled
- 3. depressed, down, disappointed, dispirited, disillusioned, disheartened, destitute, wasted, empty, worthless, deficient, unequipped, discouraged, sorrowful, miserable, horrible, discomforted, 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, plagueth, provok 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, p