

Process Recording Format

The traditional process recording is a verbatim recall of the dialogue between the student and the client and a subjective commentary of the student's reactions during the course of the interview. The purpose of the process recording is to focus on the student's subjective reactions to a client session and identify areas for discussion. Process recordings can be used for assessment purposes to offer some measure an interns level of skill and knowledge. Because process recordings are very time intensive they should be used no more than three times over the course of an academic year. Process recording can offer one means of feedback to the student and FI regarding progress over the course of the placement.

Student/Client Dialogue	Student's subjective response	Field Instructor's comments
Student records the verbatim "content" of the interview, e.g., Student: " How are you doing?" Client: " Fine. How are you?"	Student writes their on-going gut reactions to the dialogue with the client, e.g., "I feel uncertain about what to do."	Supervisor offers comments on student's comments & techniques, e.g., "What did you observe in the client's behavior?"
Client said: Student said:	Student's subjective experience	Supervisor's comments
Client said: Student said:		

Abbreviated Process Recording Outline Clients & Groups

The purpose of this outline is to provide a structured guide for students who are asked to complete an abbreviated process summary of an interview/session. Learning activities for some specific educational objectives can be supplemented by using a process recording.

Begin with providing a description of the client or client system and the purpose of the session/interview. Is this your first session? Second session? Be sure that you do not include any unique identifying information in order to protect your client's confidentiality.

- Describe the conversation at the beginning of the session. Summarize the content of the session/interview.
- Describe the subjective concerns of client(s).
- Describe your observations
- Describe the middle of the session/interview. What was the focus?
- Describe the ending of the session
- Describe your reactions to the client(s)
- Discuss any relevant cross-cultural issues
- Describe your assessment of the client or client system. Describe what you think is going on and what meaning(s) you attribute to the behaviors presented

This outline is provided as a possible supervision tool for structuring abbreviated process recordings of interviews between students & clients

- Describe your use of an empowerment perspective and use of a strength-based approach
- Describe social justice issues & concerns
- What is your follow-up plan with this client?
- What do you suggest as appropriate interventions? Why?