

**PROCESS RECORDING**

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Case Name:** \_\_\_\_\_ **Location of Interview:** \_\_\_\_\_ **Date of Interview:** \_\_\_\_\_  
**Contact #:** \_\_\_\_\_ **Present:** \_\_\_\_\_  
**Purpose of Contact and Goal of Session:** \_\_\_\_\_

**Basic Client Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pre-engagement:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Verbatim Dialogue</b>	<b>Skill Utilized</b>	<b>Student Feelings &amp; Reactions</b>	<b>Observations &amp; Analysis</b>	<b>Field Instructor's Comments</b>

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**Interview Assessment:** *(Reflect on the interview as a whole. Was there a clear beginning, middle and end? How effective were you in achieving the stated purpose?)* \_\_\_\_\_

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**Briefly present your impressions of the client situation:** *(In this section, provide a brief summary of your analytical thinking about the entire interview. Were the goals met?)* \_\_\_\_\_

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**Plans for future action:** *(Identify unfinished business and your thoughts about interventions you may wish to consider for future encounters. What have you and the client(s) decided to work toward? What are the short-term goals? What are the longer-term goals?)*

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**Identify questions for the conference with your field instructor:** *( What specific questions do you have for your field instructor, e.g., about how to keep the focus clear, what to do when a client displays anger, sadness, resistance, etc., what to do with silences.)*

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