



College of Behavioral and Social Sciences

DEPARTMENT OF SOCIAL WORK

DIRECT PRACTICE PROCESS RECORDING FORM FOR SOCIAL WORK PRACTICE

Purpose: The purpose of completing a process recording is to assist you in the development and assessment of your communication skills as well as to provide a structured opportunity for demonstrating competence.

Directions: Select a client system and, using the following form, provide a detailed account of an interview or interaction. The process recording should include the following:

1. Brief description of client and presenting issue
2. Who was present and when and where the interview took place
3. The purpose of the interview
4. What phase of the helping process you are in and what you are hoping to accomplish
5. Your role and overall goal for the interview
6. A full transcript of the interview, including what you said and what the client said back to you, verbatim; the specific dialogue, back and forth (like a script)
7. A detailed description of your thoughts, feelings, and reactions during the interview, addressing what was going on for you, these should be written across from what was said and run through the entire process recording.
 - a. Your analysis of your communication skills: what you were trying to accomplish, what was effective, what you think the client was thinking or feeling, and what you would do the same or differently in the future, this analysis should be written across from what was said and run through the entire process recording.
8. Your overall analysis of the client's situation, needs, issues, affect, strengths, and so on, based on the interview
9. Your analysis of the outcome of the skills used and/or specific interventions in the interview, incorporating feedback from field instructor
10. The plan for the next interaction or contact (if any)
11. Your level of competence in demonstrating professional demeanor in oral communication and your ability to engage the client using empathy, reflection, and interpersonal skills.
12. Your summary and assessment of the interview/client meeting to include connecting to a social work theory, value/virtue, and your analysis of your strengths/weaknesses and gut reactions during the interview.

Student's Name: _____

Field Agency Instructor: _____

Field Education Liaison: _____

CLIENT OVERVIEW

Client (initials or pseudonym only): _____

Date of Interview: _____

Brief Description of Client (i.e. age, race/ethnicity, gender/orientation, ability, type of residence, education, occupation/school year, family composition, social support system, and any pertinent data information):

Presenting Issue and Role of Agency regarding:

Purpose of the Interview:

Impression of the Physical/Emotional Climate (client setting):

Location and Who was Present at the Interview:

INTERVIEW

Interview Transcript: Using the first column, Interview dialogue, write out the transcript, # 5 from directions. Then, in the column Gut-Reactions, address all aspects of #6 from directions. Next, complete the Overall Analysis #7 from directions. After you have completed the Process Recording, submit it to your field Instructor. Field instructor, in the column, Field Instructor Feedback, provide the student with detailed feedback and sign and date at the signature line.

Date of Interview: _____

Interview Content:	Gut-Level Reactions:	Overall Analysis/Skills Utilized:	Field Agency Instructor Comments:

ASSESSMENT

Assessment/Summary of Student's Impression of Client's Situation and What Went on During
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the Interview:
Intervention Plan:
Student's Role:
Comments or Questions for Field Instructor/Task Supervisor/Field Liaison:

SUMMARY

As a result of this interview, how has your understanding of this client and his/her/their problem in social functioning changed? _____

In thinking about this interview, are you able to connect it to at least one human behavior theory and apply the concept(s) to the client's situation.

Evaluate your work by (1) analyzing the strengths and weaknesses of your analysis column; (2) evaluating your ability to follow the content and process of the interview; and (3) identifying a gut feeling or emotional reaction **you** had which surprised you.

Ethical social workers are guided by personal virtues and professional values. Identify and discuss one virtue that affected your interaction with this client. Identify and discuss one value of professional social work that you feel was activated in this situation.

SIGNATURES

Student: _____ Date: _____

Field Instructor: _____ Date: _____

*Thank you for taking the time to review, discuss, and offer feedback in the Field Instructor
Feedback column on this process recording.*