AN OUTLINE FOR PROCESS RECORDING

Purpose of Interview
Why is the proposed interview necessary and important? Formulate a statement of purpose that is concise, clear, and specific in relation to the proposed interview. It should show the relatedness between this interview and the previous interview and should also reflect your awareness of the particular function of the agency ands of the client's capacity, strengths, and motivation.

Observations
What were your observations? This section of the record will vary in length and content in accordance with the on-going development of your relationship with the client. More detail is likely to be needed in relation to the initial contacts. You should record your general impressions of the physical and emotional climate at the outset of the interview and, more specifically, it's impact on the client. Significant changes in the client's appearance and surroundings are also important.

Content
What occurred during the interview? This part of the record should be devoted to the actual description of the interaction during the interview. This is to be a factual account which should include:

1. A description of how the interview began.
2. Pertinent factual information and responses of both the client and the student in relation to it.
3. A description of the feeling content of the interview, on the part of both the client and the student.
4. Notes on the client's preparation for the next interview, and a description of how the interview ended.

Impressions
What are your impressions about this case based on the facts of the interview? This section gradually develops into a diagnostic formulation as you begin to integrate course content and gain understanding of the interaction between yourself and the client.

Worker's Role
What did you do in the interview7 How did you use the social work skills and techniques you are learning? How do you evaluate your effectiveness?

Plan
What do you the next interview? Do you have some thoughts about long range goals?