

Rutgers University
Office of Practicum Learning

Process Recording Template – Format # 1

Individuals, Families, Groups

Your name:

1. **Date and Brief Description of Contact** (client or other person's information disguised): f o r e x a m p l e , 2nd interview with 4th grade girl in urban elementary school; 3rd meeting of social skills group for 7th grade middle school boys; 1st family meeting with adult children and their 75-year-old mother who is in a rehab facility post-stroke; meeting with a funder of organizational programs; meeting with Board of Trustees; meeting with case managers.

2. **Goals for the intervention or meeting:** the outcomes you hope to achieve in this interaction.

3. **Plans:** Describe what you plan to do to achieve the goals.

4. **Content of the interaction:** In dialogue format (I said, she/they said) write what happened in the interaction between you and the client(s) or other people in the meeting:

5. **Your observations of yourself and the client or other people you met with:** Describe what you noticed about the client's or other person's and your behavior, non- verbal communication, changes in topic, and emotional tone.

6. **Your thoughts and feelings:** Describe what you were thinking and feeling (not doing or saying) during the interaction. Highlight those parts of the interaction where you were challenged, did not know what to do, were worried, angry, sad, or felt engaged and effective.

7. **The social work competencies you demonstrated** and the particular places in the interaction where you demonstrated them.

8. **Your evaluation/analysis of the interaction:** Did you meet your goals? What evidence do you have? If not, what happened? What is your formulation of client strengths and difficulties? What are your goals and plans for future interventions and how do they fit with the client's or other person's goals?

9. **Questions for supervision**