PROCESS RECORDING

I. PURPOSE AND CONTEXT OF INTERVIEW OR MEETING.
   A. Professional purpose:
      What was the purpose of the event from the perspective of its initiator(s), its participants, or both? What outcomes were sought?

   B. Context. What context do we need to know to understand the event? Note all participants here by name, and as appropriate, by title or role.

   B. Personal purpose:
      Why did you choose this event for a process recording? (Did you do something well? Did things get stuck? Was there an intriguing issue at play?)

II. OBSERVATIONS.
### III. Contents

<table>
<thead>
<tr>
<th>INTERVIEW OR MEETING. (HOW THE ENCOUNTER BEGAN, AND THEN VERBATIM RECORDING OF IT.)</th>
<th>SKILLS USED.</th>
<th>YOUR EMOTIONAL REACTION. (FEELINGS)</th>
<th>YOUR ASSESSMENT. (THOUGHTS)</th>
<th>SUPERVISORY COMMENTS.</th>
</tr>
</thead>
</table>

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IV. ASSESSMENT OF SOCIAL WORKER’S ROLE(S) AND SKILLS.

IV. POST-INTERVIEW OR POST-MEETING ASSESSMENT.

VI. NEXT STEPS