**Process Recording Outline**

The following paragraphs provide an explanation of each item that appears in section II of the process recoding outline.

**INTERVIEW CONTENT:**  Record in this section, using a dialogue format, significant ongoing exchanges that you thought were important in your interaction with the client(s).

**DESCRIBE CLIENTS FEELINGS/AFFECT:** Record how you perceived the client(s) was feeling moment-to-moment as the activity or verbal interchange was taking place.

**DESCRIBE YOUR GUT LEVEL FEELINGS:** Record how you were feeling as the activity or verbal interchange was taking place. Do not use this column to analyze the client’s reactions –use it to identify and look at your feelings. Be as open and honest as you can and don’t worry about having to use any special professional language-tell it as you feel it.

**WHAT INTERVIEWING SKILLS DID YOU USE DURING THIS INTERACTION:**  Label the interviewing skills you used in your interaction with the client(s) (e.g. exploration, summarization, clarification, etc...). See the Wisconsin Guide Section III in your field manual as a reference.

**SUPERVISORY COMMENTS:** The supervisor will use this section to provide written commentary and feedback on your interactions with the client(s) in order to help you move towards greater proficiency in your knowledge, skills, and planning.

**PROCESS RECORDING OUTLINE**

Student's Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client's Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interview Date:\_\_\_/\_\_\_/\_\_\_\_ Session#:\_\_\_\_\_\_\_\_\_

 Clients Age:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted:\_\_\_/\_\_\_/\_\_\_ Date Reviewed

 Clients Ethnicity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Supervision: \_\_\_/\_\_/\_\_

I. PURPOSE OF THE SESSION: (Clearly state the goals and objectives you had in meeting with this client this session.)

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II. Interview Log:

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| INTERVIEW CONTENT(may also include Client Behavior - i.e. non-verbal communication) | DESCRIBE CLIENTS FEELINGS/AFFECT | DESCRIBE YOUR GUT LEVEL FEELINGS | WHAT INTERVIEWING SKILLS DID YOU USE DURING THIS INTERACTION? | SUPERVISORY COMMENTS |
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\***Refer to face sheet for category instructions**

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| INTERVIEW CONTENT(may also include Client Behavior - i.e. non-verbal communication) | DESCRIBE CLIENTS FEELINGS/AFFECT | DESCRIBE YOUR GUT LEVEL FEELINGS | WHAT INTERVIEWING SKILLS DID YOU USE DURING THIS INTERACTION? | SUPERVISORY COMMENTS |
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| INTERVIEW CONTENT(may also include Client Behavior - i.e. non-verbal communication) | DESCRIBE CLIENTS FEELINGS/AFFECT | DESCRIBE YOUR GUT LEVEL FEELINGS | WHAT INTERVIEWING SKILLS DID YOU USE DURING THIS INTERACTION? | SUPERVISORY COMMENTS |
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\***Refer to face sheet for category instructions**

III. IMPRESSIONS/ASSESSMENT:

 A. Identify presenting issues. Include clients’ cognitions (basic beliefs about self, others, and the world), and the impact those had on you. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 B. Describe the clients’ affect and behaviors and what effect they had on you. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 C. Identify any recurring themes and patterns if applicable. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 D. What cultural factors were you aware of during the interaction? How did these factors influence the session? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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IV. INTERVENTIONS:

 A. Describe how at least one of your interventions was effective/not effective to the needs of the client(s). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 B. What would you change and why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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V. PROFESSIONAL USE OF SELF:

 A. How did you use your own body language, space, and voice?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 B. Describe your own feelings and how they impacted the interview process and client(s).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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VI. Issues, Questions, or Problems: List questions for supervisory discussion.

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VII. Plan (complete in supervision): Make plans with supervisor regarding future contact(s) and intervention(s) with client(s).

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