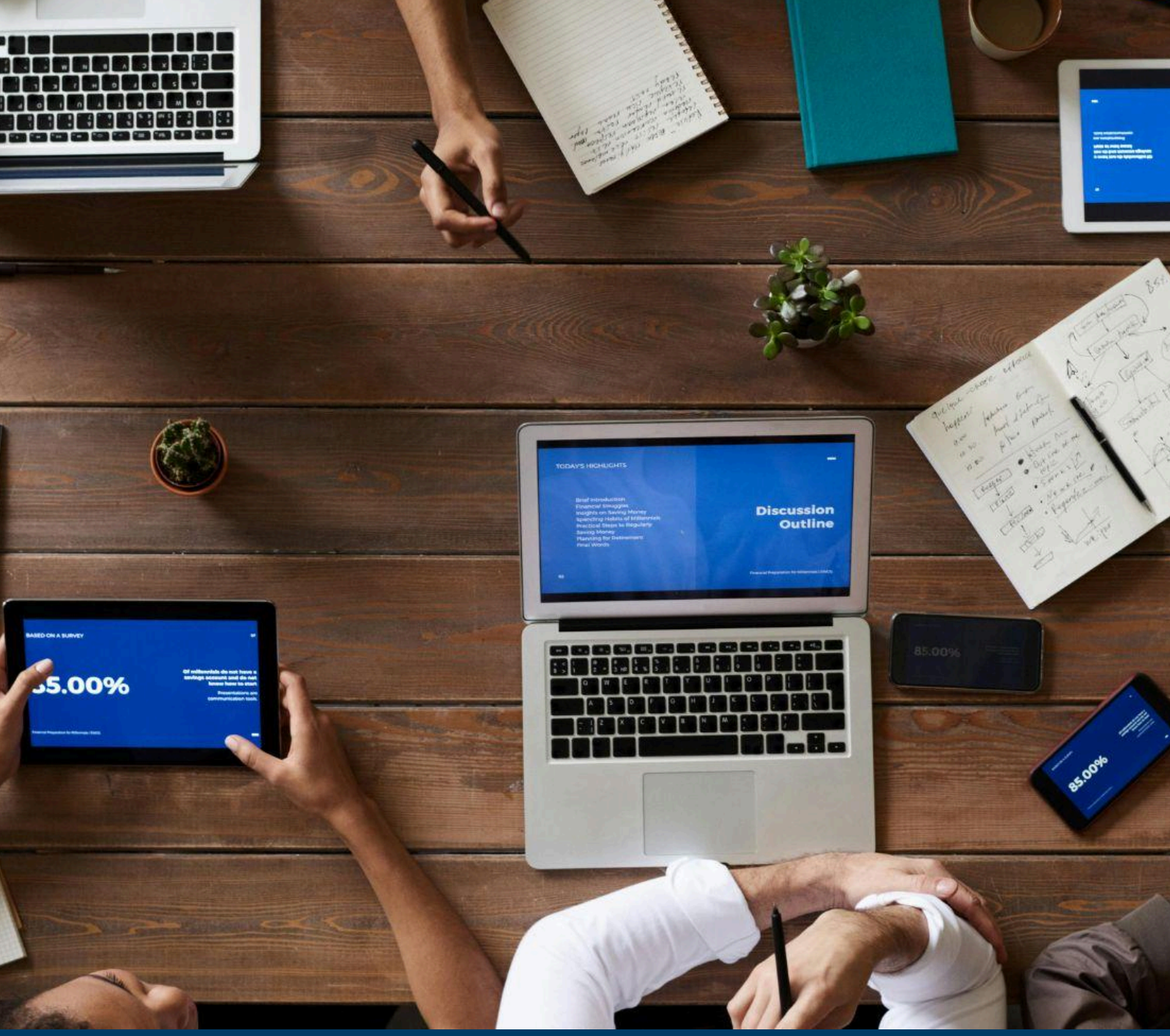


OCTOBER 2025, v0.5.

# VIDEO TESTIMONIAL INTERVIEWS / REVIEWS GUIDE

THRIVE

# Contents

**Section Heading** #

**Another Section Heading** #

Subsection Heading #

Place all sections and subsections here and their page numbers. #

# Resources

Here is a list of resources referred to in this guide. If something is missing, or needs to be updated, you are welcome to change it in the living document.

Otherwise, let the #wiki Slack channel know.

| Resource |
| --- |
| VR Video Testimonial Production Progress Tracker: https://docs.google.com/spreadsheets/d/10oa1PHe-h84e9S8GYmSEx78XMOW7URYoLxe7mQNS2Ks/edit#gid=0 |
| List of THRIVERS to Interview: https://docs.google.com/spreadsheets/d/10oa1PHe-h84e9S8GYmSEx78XMOW7URYoLxe7mQNS2Ks/edit?gid=2112305880#gid=2112305880 |

# VR Production Testimonial Interviews / Reviews

After a THRIVER has been with us for several weeks, they should graduate to the main workspace - before this, **meet with them through Zoom.** Discuss with them about suitable times - allocate 30 - 45 minutes to this end.

Explain to them that the session exists to not only review how people are going with the THRIVE Project's efforts, but also to gather people's thoughts into footage for our social media platforms. If desired, you may ask simple questions before you start recording about how they are going with the THRVIE Project, any issues that they may have, and any potential improvements to processes or anything else.

Once you are about to start with the recorded questions, please let them know.

A list of new THRIVERS who need to be interviewed can be found in this spreadsheet. Do not share this guide with the interviewee or other members of the team.

**In Zoom, make sure that before you start, you do the following:**

- Run the interview in Speaker View
- Pin the camera feed of the person answering the questions (by hovering over their camera feed, clicking the dots menu on the top-right of the feed, and clicking "Pin")
    - Ask them to move their head to the centre of the screen, and move back (or forward) so their head and shoulders are visible.

    - Be quiet while they answer questions, as your voice will overwrite theirs in the recording.

This ensures the interviewee's camera feed takes up the entire screen, maximising its quality.

**During the interview, aim to do the following:**

- Ask as many of the questions as possible.
    - Skip any that are irrelevant to the interviewee.
- Make sure they feel comfortable.
    - Between questions, spend 1 - 2 sentences responding to their answers with your own thoughts - keep these positive and non-judgemental.
- As you go along, you will find new subject matters emerge such as family commitments, hobbies, study and other work related issues.
    - Discuss with them about any points relating to these that they bring up in conversation.
    - Ask them to tell you more as needed.
    - Look to understand what attracted them to THRIVE and what keeps them motivated here.

***The bolded questions are the most important****,* so prioritise your efforts on them.

You need not ask questions exactly as they are written and in the same order.
Use this more as a checklist of potential topics to uncover.

**The questions are as follows:**

- ☐ ***Your name and your location.***
- ☐ ***Tell us about your background, where you grew up, your earliest interests, what you studied, and how it contributed to your experiences / thrivability journey.***
- ☐ *What has brought you to seek out a NFP or for-impact social-enterprise organisation?*
- ☐ ***What has prompted you to join TP (THRIVE Project)?***
- ☐ ***What do you do at THRIVE? (Including 1–2 sentences about your expertise or experience and how it connects to your role).***
- ☐ *How do you see your work at THRIVE contributing to positive global change/making a difference? How do you believe THRIVE makes a difference? What kind of difference do you imagine THRIVE is making as a result?*

- [ ] *What makes working at TP enjoyable?*
- [ ] *What skills or experiences have you gained since joining THRIVE?*
- [ ] ***What does thrivability mean to you? (This is important, as people don't always know the word or see how it links to sustainability. Your definition will help the public understand THRIVE's mission).***
- [ ] ***What is your biggest accomplishment to date before joining TP, and how do you think it empowered your experience at THRIVE?***
- [ ] *What are you expecting to achieve during your time with us?*
- [ ] *How can you add value to the thrivability movement?*
- [ ] ***What advice would you give to someone considering becoming a volunteer at THRIVE?***
- [ ] *What makes the THRIVE community special to you?*
- [ ] ***How has volunteering at THRIVE changed you, personally or professionally?***

**Once done, add their information to this spreadsheet:**
https://docs.google.com/spreadsheets/d/10oa1PHe-h84e9S8GYmSEx78XMOW7URYoLxe7mQNS2Ks/edit#gid=0

# Uploading Files

Name your file as follows

YYYY-MM-DD HH.MM.SS THRIVE VR Production [Interviewee FirstName] by [Interviewer FirstName] #yy.ww (Last two digits of year. Week Number)

For example:
**2025-04-18 12.00.00 THRIVE VR Production Somebody by Smith #25.16.mp4**

Upload them to NextCloud's Restricted Uploads folder, which requires credentials for the Restricted NextCloud account - for this, you will need to ask the #it-support channel.

# Version Control Information

| Updated by: (@name) | Version Number | Update Description | Reason | Date (as dd/mm/yyyy) |
|---|---|---|---|---|
| **@Morris** | **v0.1** | First Draft | First draft made | **12/12/2024** |
| **@Justin** | **v0.2** | Added information about progress tracker spreadsheet, and clarified processes | Missing information | **9/2/2025** |
| **@Morris** | **v0.3** | Emphasised certain questions in the Interview process. | Clarification | **28/3/2025** |
| **@Justin** | **v0.4** | Started adding information on uploading. Needs expansion. | Missing information | **18/4/2025** |
| **@Justin** | **v0.5** | Started adding information on interview processes outside the questions. Needs expansion. | Missing information | **6/10/2025** |
| **@Justin** | **v0.6** | Expanded on guidelines for conducting an interview. | Clarification | **12/11/2025** |