

## Creating a Successful Interview

1. **Set up the interview:** Make contact with the person you're going to interview and set the time and venue. If it will be a face to face meeting, make sure you're meeting in place that gives you some privacy and enough quiet so that you can really hear your interview partner. If you're meeting over the phone, the same applies. Let your partner know about the interview topics, but if you are meeting face to face, do not give a copy of the interview guide in advance – we're looking for in the moment answers, rather than something pre-prepared.
2. **Get yourself ready:** Make sure you're ready in your mind.
  - *Attitude:* Look at the interview as an opportunity to meet someone new and to get a fresh perspective on life.
  - *Listening:* Put yourself in a listening frame of mind – your job is to listen for the best in your interview partner, and to discover what matters most to them – you might be surprised, shocked, amused, energised – anything could happen, *what a buzz!*
  - *Tools:* make sure you have a clean copy of the interview guide and summary sheet.
3. **At the interview:**
  - Fill out the top of the interview guide. The reason we've asked you to note down your partner's age and ethnicity is so that we can make sure we reflect the diversity that's here in New Zealand.
  - Go through the information in the interview introduction to make sure your partner knows what will happen with the interview notes you've taken.
  - Ask your partner to fill in the release form. Post this back to Mary-Alice Arthur, PO Box 10-868, Wellington.
  - Read the interview questions out loud to your partner.
  - Listen with curiosity and wonder, seeking to find out what matters most to your partner and treating them as the most important person in the world.
  - Delve into the detail of your partner's stories by asking who, where, what, when, why, how – the more we know about what made something great, the more we'll know how to make it happen again.
  - Take some good, detailed notes so that others can find out what you found out during the interview.
4. **After the interview:**
  - Fill out the Summary Sheet – the more you can quote your partner, the better. Email the Summary Sheet to [4milliondreams@gmail.com](mailto:4milliondreams@gmail.com). Please make sure your Summary Sheet is with us as soon as possible. *It's much easier if you do it immediately after the interview!*
  - Alert us about great stories and potential film or audio by emailing [mary-alice@getsoaring.com](mailto:mary-alice@getsoaring.com)
  - Confirm to Mary-Alice (same email as above) whether you've got someone else to be part of the interview team – we want to follow up with everyone and gather their experiences.
5. **Remember the best advice** – *be yourself, be intrigued and have fun!*

*Thanks for being part of our Dreamcatcher Team!*



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