Contact recruitment@flinders.edu.au to arrange your access to XREF

Use an standard template

Create a custom template

To use a standard reference template select 'New Request' from the left side menu.

To create a custom reference check select 'Template Builder' from the left side menu. Review the instructions in the Xref Training document.

Select your questions from the Xref library, or contact nik@xref.com (CC recruitment@flinders.edu.au) to create custom wording.

Once your custom template is complete please email nik@xref.com (CC recruitment@flinders.edu) to make it live for use.

Select 'Standard – Min 2 Refs' from the first drop down menu. Preview the questions by selecting the blue hyperlink: 'Flinders University - Standard'.

Once live, select 'New Request' from left menu, select your questionnaire and specify the number of references required. Make sure to update the note to the applicant and referees.

Enter the VRN as the internal reference & complete the applicant's contact details. Ensure you speak to the candidate prior to sending the request.

Select 'Send Request'. Xref will email you as each reference is completed. You will be able to log in at any time to check progress.

XREF

Flinders University

Xref Training Resources

Welcome to Xref!

In order to get acquainted with the Xref platform please visit our Help & Training Resource Center

At minimum, please review the help articles listed below, they will have you ready to place your first request in a matter of minutes!

- Preparing Candidates

- How To Request A Reference

- Viewing A Completed Reference

- Template Builder

Once you have built and connected your first custom reference template to your Xref account, please email your Customer Success Manager (nik@xref.com) and they will make it live for use.

You will also receive an email invite to participate in our weekly training webinar once you become an Xref user. This is held for all new users at 11am (AEST) every Friday and is great opportunity to get an in depth view of the platform and for our team to answer any questions that may spring to mind.

XREF

Simply better.

Nik Douglas
Customer Success Manager

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Thank you