

# HUMAN RESOURCES RESEARCH CHECKLIST

Research is a process: *involves browsing resources for a topic, narrowing a focus, & developing a primary research question; generating a search strategy; finding & evaluating materials; taking notes, citing sources correctly, using information legally & ethically; & finally producing a paper/project.*

## 1. Link to the Concordia Library homepage

- \_\_\_ Click the **HELP** tab; select **Course/Discipline Research Guides**
- \_\_\_ Select “Business/Management” & then “Human Resources” for research & resource information
- \_\_\_ Explore the “Psychology” research guide for additional resources
- \_\_\_ Use the HELP section for information: tutorials; style manuals; evaluation of sources; tips for finding a research topic

Next select the **RESEARCH** tab

## 2. Search the **Books and More** link to:

- \_\_\_ Use **CLICnet** to find books & other research materials
- \_\_\_ Select the *Advance Search* tab
- \_\_\_ Use the “limit by collection” box to find an electronic resource; Use the “location” box to select items located at Concordia
- \_\_\_ Notice there are no journal articles available in CLICnet, Use the *Journal Title* tab to search for a journal title, its location, & possible links to an electronic source

## 3. Use the “**Journal Finder / Article Linker**”

- \_\_\_ Search with **Journal Title or Subject**
- \_\_\_ In **Journal Title box**, type in *Training*; scroll to *Training Mpls MN*
- \_\_\_ Notice Concordia has print copies and database links.
- \_\_\_ Click on “Business Source Premier”; note available journal dates
- \_\_\_ All available issues of the journal & publication information are listed on the results page
- \_\_\_ Choose year; volume; issue; scroll contents to find article
- \_\_\_ Use the Article Linker to get full text either through another database or by submitting an Interlibrary Loan request
- \_\_\_ Use the **Subject** drop down box, choose *Business & Economics*
- \_\_\_ Choose “Office & Personnel Management”
- \_\_\_ In the journal results list, note the most prevalent databases & then link to an available electronic source

4. Select the “**Articles (Databases)**” link

- \_\_\_ Select the subject area database, Business/Management
- \_\_\_ Look over the list of databases for this subject
- \_\_\_ Click on the icon next to a database name for information about this database
- \_\_\_ Notice the description for each database

\_\_\_ Select **ABI/Inform (Dateline)**, a ProQuest database

- \_\_\_ Use the TOPIC tab for topics and subject terms for searching
  
- \_\_\_ Select “citation & document text” from the drop down menu
- \_\_\_ Notice the “And” drop down menu to make selection to narrow (AND) or expand (OR) your search
- \_\_\_ Notice the option to search by dates
- \_\_\_ Click on the “More Search Options” for further searching options
- \_\_\_ Click the “Full Text Document” box and/or the “Scholarly Journals” box to get these selected results in the initial search
- \_\_\_ Do a keyword search (natural language) or a subject search (controlled language)
- \_\_\_ On the Results page, notice the Source choices
- \_\_\_ Choose Scholarly and notice the journal titles
- \_\_\_ Click on the “Search Alert” box to save & have new articles automatically added to this search over time
- \_\_\_ Use the “Show only full text” box to have only full text articles
- \_\_\_ Check on a record to see the Document view
- \_\_\_ Click on Journal Finder/Article Linker to get full text options for article either with a connection to another database or interlibrary loan request
- \_\_\_ Notice the subjects for this document
- \_\_\_ In the Document view, notice the options to print, e-mail, save
- \_\_\_ Click on the “Cite this” tab for citation information for this article
- \_\_\_ Click on the Journal Information to find out about the Journal
- \_\_\_ Set up a Journal Alert

- \_\_\_ Select **OCLC First Search** by using the alphabet selection option on the database listings (OCLC = national library catalogue)
- \_\_\_ Go to Advance Search
- \_\_\_ Enter a search using a keyword or subject search
- \_\_\_ Notice the option to Limit Availability to “Item in my Library”
- \_\_\_ Choose “non-juvenile” from the Audience box
- \_\_\_ Notice the “Related Subjects” & “Related Authors” tabs on the Results page
- \_\_\_ Click on a record and the “Libraries that own this” to look for possible CLIC holdings
- \_\_\_ Click on the “Help” button, type in “citing”, click on link, choose APA for examples –or- “cite this item” in document view
  
- \_\_\_ Select **Net Library** by scrolling down the list of databases
- \_\_\_ Use the Help button to find Demos on using Net Library
- \_\_\_ Use a search option available from the drop down menu
- \_\_\_ Choose a book and then click on “View Contents”
- \_\_\_ Use the Table of Contents to find information
- \_\_\_ Search within a book with the “Search within e-content”
- \_\_\_ Use the “E-Content Details” tab to find subject terms
- \_\_\_ Create a free account to save Favorites or Book mark pages
- \_\_\_ Limited print options
- \_\_\_ Create a free account to use this new networking feature

## 5. Finding Topics

- \_\_\_ Use the Topic tab in Proquest databases
- \_\_\_ Use the Visual search in EBSCO databases
- \_\_\_ Use CLICnet & note subject headings
- \_\_\_ Use the “hot topics” link in OCLC
- \_\_\_ Browse trade publications
- \_\_\_ Brainstorm with another person(s)
- \_\_\_ Use Open Mind to mind map your ideas

6. Select the “**Quick Search via (BearHunt)**” tab

- \_\_\_ Search by subject
  - \_\_\_ Check the subject area for the search, select Business/management box
  - \_\_\_ Do a keyword search & a subject search – notice the difference
- \_\_\_ Search by database
  - \_\_\_ Select the following databases: (3) ABI/Informs; Academic Search Premier; CLICnet; LexisNexis; SAGE (Management Studies)
  - \_\_\_ Do a keyword or subject search
- \_\_\_ Look over the Results
  - \_\_\_ Find clustered results for topics; date; journals; authors
  - \_\_\_ Pick a record and click on the “show in clusters”
  - \_\_\_ Look at the Results by Source and notice which sources have the most record hits

7. Select “**Supplementary Websites**”

- \_\_\_ Select Google Scholar; Select Scholar Preferences
- \_\_\_ Choose Concordia Univ., St. Paul & Open Cat for library access links
- \_\_\_ Choose Advanced Scholar Search
- \_\_\_ Search using keywords, phrases, selected dates, subject areas
- \_\_\_ Search for unpublished documents by entering “unpublished” in the publication search box
- \_\_\_ Find a result that has a “Full text available at Concordia”
- \_\_\_ Find a result that has “Other resources @ CSP” to use the Interlibrary loan services available at Concordia
- \_\_\_ Use the Library Search link by entering your zip code to find the closest library and/or a direct link to CLICnet
- \_\_\_ Find a full text HTML document
- \_\_\_ Notice the number of “Cited By” records to help evaluate this article’s importance in the field
- \_\_\_ Notice there are many results and few ways to narrow or focus the search results