



# **User Guide for Peer Reviewer to HRD Journal**

International Graduate Studies HRD Department

HRD Journal,  
International Graduate Studies HRD Department,  
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This user guide is intended for supporting the peer reviewer to get into the HRD Journal website to evaluate the article that has been sent to him/ her to evaluate. You can do two different things when getting inside the program 1) reviewing the new article and 2) viewing the article that you have already review.

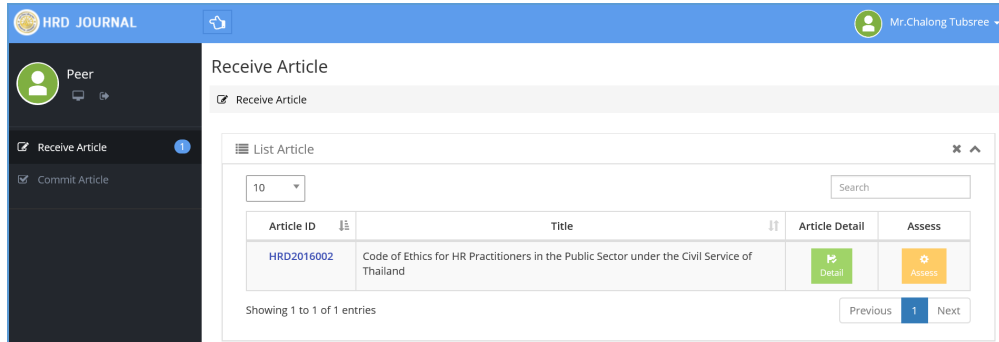
Getting into the website at [www.hrdjournal.buu.ac.th](http://www.hrdjournal.buu.ac.th), click at the menu login. Enter your e-mail and password




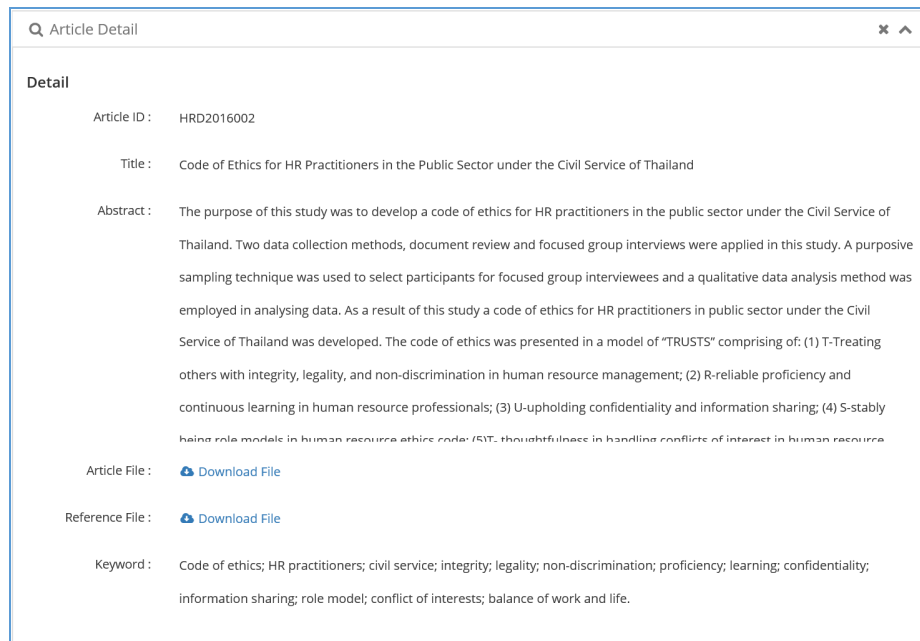
The screenshot shows the HRD Journal login interface. At the top, there are two circular logos with the text 'DECEMBER 2017' and 'DECEMBER 2011'. Below these, the text 'HRD JOURNAL' is displayed in large, semi-transparent letters. The main content area is a white box with a blue border. Inside this box, there is a circular logo of Burapha University, the text 'HRD JOURNAL', and a 'Log in' link. Below the link, there are two input fields: 'E-mail' with a sub-label 'Username' and 'Password'. To the right of the password field is a 'Forgot Password?' link. At the bottom of the white box is a blue 'Login' button. The background of the page is blue with a grid pattern and some text like 'International Graduate Studies', 'Human Resource Development Center', 'Burapha University', and 'THAILAND'.


## 1. To review an article

1.1 Click at the menu **Receive Article**, you will find the article(s) to be reviewed




1.2 Click at **Detail**  (in the menu **Receive Article**) to see the details of the article




1.3 Click at **Assess**  to get to the evaluation form. Please

record your evaluation into the form. To record the review result, click at

**Save** . You can save the result at anytime no matter you finish it or

not. After saving you still can go back to continue working or change the

previous saved information. Please click at **Commit**  for the final

complete review.

MANUSCRIPT NO.	HRD2016002				
TYPE OF PAPER	Qualitative research paper				
TITLE OF PAPER	Code of Ethics for HR Practitioners in the Public Sector under the Civil Service of Thailand				
<b>MANUSCRIPT REVIEW CHECKLIST</b>					
Quality level key: 4 = Excellent, 3 = Good, 2 = Fair, 1 = Unsatisfactory					
Assessment Criteria	Quality Level				Remarks
	4	3	2	1	
<b>The Quality of Writing</b> 1. Quality of the writing; presents ideas clearly and in a logical and orderly manner.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2. Is objective and professional in the treatment of the subject matter, tells an integrated and consistent story.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<b>Contribution to the body of knowledge in the field</b> 3. Theoretical contribution: is theoretically important; justifies claims to importance; can take the field into new directions of research.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4. Practical contribution: is of practical importance; links theory and practice.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
5. Appropriateness: Is appropriate to the HRD journal; is a new, emerging, or under researched area; is timely in terms of current trends; is provocative and provides new insights.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

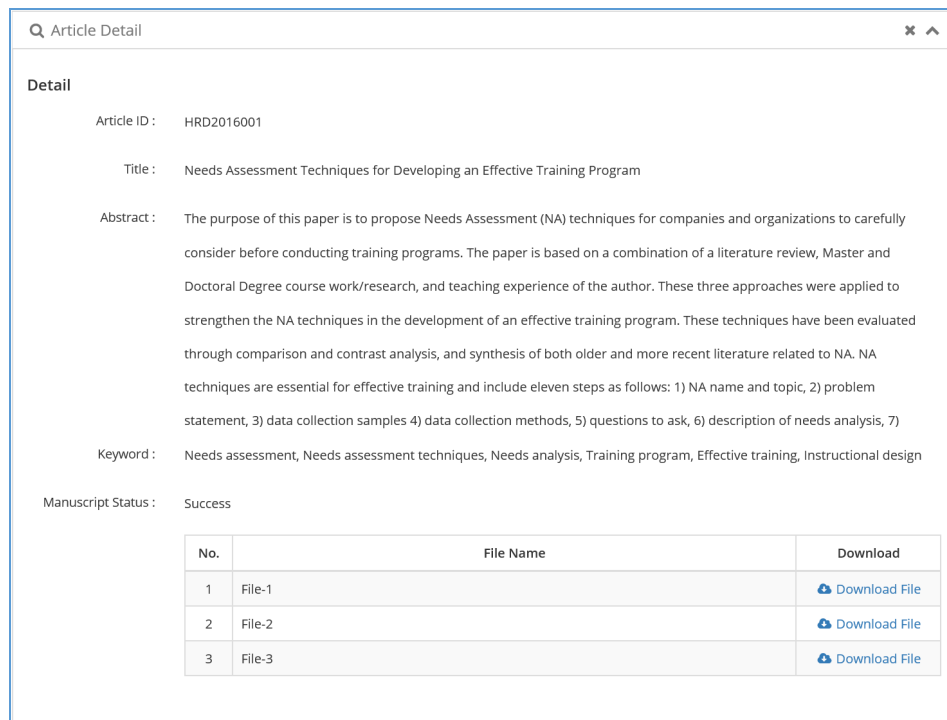
## 2. Viewing the article that you have already received

2.1 Click at the menu **Commit Article**, you will see the article that you have already reviewed



Article ID	Title	Status	Article Detail	Assess Detail
HRD2016001	Needs Assessment Techniques for Developing an Effective Training Program	Success	<a href="#">Detail</a>	<a href="#">View</a>
HRD2016002	Code of Ethics for HR Practitioners in the Public Sector under the Civil Service of Thailand	Send Assess	<a href="#">Detail</a>	<a href="#">View</a>

2.2 Click at **Detail**  the article will appear



**Detail**

Article ID : HRD2016001


Title : Needs Assessment Techniques for Developing an Effective Training Program

Abstract : The purpose of this paper is to propose Needs Assessment (NA) techniques for companies and organizations to carefully consider before conducting training programs. The paper is based on a combination of a literature review, Master and Doctoral Degree course work/research, and teaching experience of the author. These three approaches were applied to strengthen the NA techniques in the development of an effective training program. These techniques have been evaluated through comparison and contrast analysis, and synthesis of both older and more recent literature related to NA. NA techniques are essential for effective training and include eleven steps as follows: 1) NA name and topic, 2) problem statement, 3) data collection samples 4) data collection methods, 5) questions to ask, 6) description of needs analysis, 7)

Keyword : Needs assessment, Needs assessment techniques, Needs analysis, Training program, Effective training, Instructional design

Manuscript Status : Success

No.	File Name	Download
1	File-1	<a href="#">Download File</a>
2	File-2	<a href="#">Download File</a>
3	File-3	<a href="#">Download File</a>

2.3 To see your evaluate of the article click at **View**  your evaluation result will appear

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