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# HRCap, Inc.

Global Executive Search & HR Consulting Firm

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**HR Consulting & Training Brochure**

# About HRCap

HRCap is a Top 10 Executive Search & HR Consulting Company and the largest Global Asian-American Search Firm in the world. Established in 2000, we strategically partner with over 1000 VIP client organizations ranging across Fortune 500s, global medium-sized businesses, PE firms, venture capitals, and tech start-ups in various industries and operate globally with a focus in North America, Europe, and APAC regions.

We are a Total HR Solution Provider offering customized workforce strategies, executive search, technical recruiting, succession planning, HR training & development workshops, and executive coaching for effective globalization and localization. We pride ourselves in being trusted HR advisors, strategic business partners, and cultural ambassadors to our clients, candidates, and community.



# TOPICS / CURRICULUM

## Before Employment

- Recruiting 101
- Unconscious Bias in Recruiting
- Job Descriptions
- Interview Compliance: Do's & Don'ts
- Leadership Assessments
- Background & Reference Checks
- Drug Tests
- Criminal Record
- Professional Reference Checks

## During Employment

- Post-Job Offer & Onboarding
- Immigration, Form I-9 & Work Visas
- Employee Handbook & Work Rules
- Unconscious Bias in the Workplace
- Pay & Benefits
- Leave of Absence
- Performance Appraisals
- Disciplinary Action

## After Employment

- Documentations
- Severance
- Separation from Employment
- Mass Layoffs
- Termination Checklist
- Retaliation

## Cultural Training

- Cultural Competency
- Cross-Cultural / Cross-Generational Awareness
- Leadership Development
- Executive Coaching
- Diversity, Equity & Inclusion

## HR Regulations Overview

- Equal Employee Opportunity Commission (EEOC)
- Fair Labor Standards Act (FLSA)
- Affordable Care Act (ACA)
- Occupational Safety and Health Act (OSHA)
- Equal Pay Act (EPA)
- Americans with Disabilities Act (ADA)
- Family and Medical Leave Act (FMLA)
- Title VII of the Civil Rights Act
- Disabilities & Reasonable Accommodations

## HR Consulting / Advisory

- Market Research
- Competitive Analysis
- Compensation Strategy
- Staffing Assessment
- Organizational Design
- Career Mapping
- Succession Planning
- Confidential Executive Search
- Market Entry Strategies
- Globalization Strategies
  - Product / Service Localization
  - M&A, Joint Ventures
  - Talent Investment
- Employee Surveys

“ *HRCap supported us at every stage as we entered and expanded our presence in the U.S. market. They set up our HR operations by building employee handbooks and designing compensation strategies. They taught us to be more culturally aware and compliant with interview training and cultural competence workshops. They were successful in finding key R&D talent and senior executives to help us localize our product and our culture. We truly value them as a long-term Business Partner.*

- CEO of Medical Device Company



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## Our Offices



### Global Headquarters

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