



 hr@hrcap.com
 www.hrcap.com



HRCap, Inc.

Global Executive Search & HR Consulting Firm

HR Consulting & Training Brochure

About HRCap

HRCap, Inc. was founded in 2000 with the vision to connect talented candidates to successful organizations to unlock potentials and create greater value. We are now the largest Asian American Executive Search & HR Consulting Firm in the world. We have a global client and candidate base, and operate with a focus in North America, Europe and APAC regions.

With our rich recruiting history, unmatched digital capacities, and leading industry accomplishments, we are advancing the Human Resources field as a Total HR Solutions Provider. We manage a candidate database of over 65K professionals and partner with over 1000 robust clientele ranging from medium-sized businesses to Global Fortune 500s and tech start-ups to VC/PE firms. We pride ourselves in serving as an indispensable strategic business partner to our clients and candidates across all industries.

We specialize in confidential executive placements strategically aligned to business growth imperatives and organizational change transformations at our SMB and Global Fortune 500 Clients. We are experts at driving strategic HR transformation through workforce planning, organizational design, and leadership coaching. We strongly believe recruiting must be coupled by timely training programs and ongoing leadership development.

Our greatest mission is to partner with our Asian-American clients to help them effectively glocalize through cultural transformation strategies and sustainable placements of critical subject experts & local executives.



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