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HRCap, Inc.

Global Total HR Solutions Partner

2025 Total HR Solutions & Training Seminar Catalog

ABOUT HRCAP

HRCap is the largest Global Asian American Executive Search & HR Consulting Firm in the world. With targeted investment in scalable growth and expansion, we have now evolved into a Global Total HR Solutions Partner.

Established in 2000, we strategically partner with over 1500 VIP client organizations ranging across Fortune 500s, global medium-sized businesses, PE firms, venture capitals, and tech start-ups across all industries and operate globally with a focus in North America, Europe, and APAC regions.

Having evolved into a Global Total HR Solution Partner, we offer specialized workforce planning, organizational design, and strategic HR transformation project services. Leveraging our extensive industry knowledge, we go beyond traditional recruitment by offering comprehensive HR Strategy and workforce transformation services.



SENIOR ADVISORY TEAM



Stella H. Kim, SPHR

Head of Americas, SVP & CMO

HR Consulting Project Executive

15+ years of Management Consulting with specialization in Organizational Change and Executive Recruiting. Forbes HR Council Member, 40 under 40 and Best 50 Women in Business by NJBIZ. Executive Coach to 100+ C-Suite executives. Oversaw 5000 global placements. Multi-cultural & multi-generational leader.



Andrew Sungsoo Kim

Founder, CEO and President

HR Consulting Executive Advisor

40+ years of Global HR, recruiting, and business advisory expertise. Pioneer of Global K-HR Movement, strategic advisor to the Government, and proven business entrepreneur. Marquis Who's Who in America Inductee, NJBIZ ICON Honoree, and NJBIZ Executive of the Year.



Evan Sung Kim

HRCap Executive Committee

HR Consulting Executive Advisor

40+ years of HR and organization design experiences. Author, columnist, and lecturer of multicultural organizational dynamics and workplace DEI.



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 Client Company

TOTAL HR SOLUTIONS

With over 1,000 combined years of HR domain expertise, HRCap stands as a proven subject-matter authority and trusted advisor to our clients, delivering customized and scalable HR solutions.

We are recognized for our strategic partnerships with Asian American and cross-border clients, supporting their globalization and localization efforts through cultural transformation strategies and the critical placement of both technical subject experts and local executive leaders. We offer org design tailored to multicultural and multilingual environments, enabling seamless integration, operational excellence, and sustained success in the global marketplace.

Below is a comprehensive overview of our Total HR Solutions offerings, organized by key service categories and solution topics.



HR Maturity & Organizational Strategy

- Change Readiness Assessment
- HR Maturity Model
- HR Operating Model Design
- HR Technology Strategy
- Organizational Analysis & Design
- Organizational Capability Assessment
- Strategic Workforce Planning
- Talent Strategy & Governance Framework
- Workforce Segmentation Strategy



HR Compliance & Operations

- Documentation (Handbook, Contracts)
- Employee File Audits
- HR Audit & Risk Assessment
- HR Compliance Training
- HR Policy & SOP Development
- HR Shared Services Model Design
- Labor Law Compliance
- Onboarding & Offboarding Design
- Training Documentation
- Vendor & ATS Evaluation



Talent Acquisition & Management Strategy

- Assessment Center Design
- Board Assessment & Recruitment
- Candidate Profiling Longlisting
- Candidate Profiling Shortlisting
- Candidate Screening Only
- Candidate Sourcing Only
- Employer Branding & EVP
- Executive Search
- Interview Coordination
- Job Analysis
- Offer Negotiation & Candidate Closing Strategy
- Passive Talent Pipeline Development
- Recruitment Audit & Process Optimization
- Talent Market Mapping



Compensation, Benefits & Rewards

- Benefits Communication & Education
- Benefits Structure Review
- Compensation Framework
- Executive Compensation Benchmarking
- Incentive & Bonus Plan Design
- Job Architecture & Leveling
- Pay Equity
- Payroll Compliance Advisory
- Total Rewards Strategy



Employee Training & Leadership Development

- 360 Degree Reference Checks
- Career Mapping
- Corporate Training
- Executive Onboarding Programs
- First-Time Manager Training
- High-Potential Talent Development
- Interview Skills Training
- Leadership Assessment & Executive Coaching
- Leadership Pipeline Development
- Learning & Development Strategy
- Performance Evaluation
- Reskilling / Upskilling Planning
- Succession Planning & Execution



Culture, Engagement & Change Management

- Change Management
- Crisis Management Strategy (Warnings, Terminations)
- Cultural Awareness & Diversity Training
- Culture Audit & Transformation
- DEI Strategy & Program Design
- Employee Surveys
- Exit Interview & Career Readiness Coaching
- Internal Communications Strategy
- Values Alignment & Activation



Global Market Entry & Expansion Strategy

- Cross-border HR Support Planning
- Employment Practice Localization
- Glocalization Strategies
- Labor Law Comparisons
- Local Talent Sourcing Strategy
- M&A / Investment Research
- Market Entry Consulting
- Market Intelligence Research
- Market Salary & Comp Consulting
- Org Readiness for Expansion
- Post-Merger Integration: People
- Talent Availability Reports



HRCap All-in-One Magnet Suite Solutions

HRCap's All-in-One Magnet Suite Solutions are packaged offerings that bundle client specific talent services into complementary and cohesive end-to-end HR solutions.

- Compensation Modernization Toolkit
- Crisis & Exit Management Program
- Full Cycle "In-house" Recruitment & Management
- Future-Ready Leadership Accelerator
- Global Expansion HR Kit
- Glocalization (Global + Local) Strategies
- Market Salary Consulting
- People & Culture Transformation Suite
- Total HR Solutions & Turnkey Recruitment Projects
- Turnkey Performance Development & Management System
- Workforce Strategy & Pipeline Planning

TRAINING CURRICULUM

We also specialize in providing essential training to our client groups to ensure their teams are fully equipped with the skills, knowledge, and mindset needed to drive sustainable organizational performance.

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

AFTER EMPLOYMENT

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

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

CULTURAL TRAINING

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

HR REGULATIONS OVERVIEW

- Equal Employment 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



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OUR OFFICES



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