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# HRCap, Inc.

Global Executive Search & HR Consulting Firm

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**2025 HR Consulting & Training Catalog**

# 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 in the United States, we are a Total HR Solutions Provider offering customized workforce strategies, executive search, technical recruiting, succession planning, HR training & development, and executive coaching for effective globalization and localization.

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. We pride ourselves in being trusted HR advisors, strategic business partners, and cultural ambassadors to our clients, candidates, and community.



# 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.*

# HR CONSULTING SERVICES

With over 900 combined years of HR domain expertise, we are trusted advisers to our clients in offering customized workforce strategies.

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. We partner with our Asian American clients to help them effectively globalize through cultural transformation strategies and critical placements of subject experts and local executives. We facilitate organizational design tailored to multicultural environments, enabling seamless integration and sustained success in the global marketplace, thereby empowering our clients to navigate and lead dynamic business landscapes.

Our leadership assessment methodology reviews potential gaps in the existing organizational structure and provides strategies to increase synergies and improve the performance of the executives and board members in place. We partner with our clients to identify, attract, and appoint executives that are industry experts with essential leadership experience and desired cultural adaptability. Upon making successful placements, we coach newly appointed executives in their roles.



*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

## HR Consulting Service Offerings

- **360 Degree Reference Checks\***
- Board Assessment & Recruitment
- Candidate Profiling & Shortlisting / Longlisting
- Candidate Screening Only Project
- Candidate Sourcing Only Project
- Career Mapping
- Competitor Analysis
- Crisis Management Strategy (Warnings, Terminations)
- **Cultural Awareness & Diversity Training\***
- **Documentation (Handbook, Employment Contracts)\***
- **Executive Search\***
- Employee Engagement & Retention Strategy
- Employee Surveys
- **Exit Interviews\***
- **Full Cycle "In-house" Recruitment & Management\***
- Globalization Strategies (Product & Service)
- **HR Compliance & Interview Training\***
- HR Maturity Model, Organizational Analysis & Design
- Interview Coordination
- **Job Analysis & Competency Modeling\***
- Leadership Assessment & Executive Coaching
- M&A / Investment Research
- Market Entry Consulting
- Market Intelligence Research
- **Market Salary and Comp & Benefits Consulting\***
- Organization Assessment & Corporate Education
- Performance Evaluation
- **HR Compliance Review\***
- Staffing Assessment
- **Succession Planning & Execution\***
- Total HR Solutions & Turnkey Recruitment Projects
- Training Documentation
- Workforce Strategy, Pipeline Planning for Top Skills

\* Most commonly requested HR services



# TRAINING 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

## 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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