



A Chalkline Career: Behind the Scenes

A glimpse into life at Chalkline

 chalkline.tech

Chalkline in a nutshell

IT strategy and support for ambitious businesses

Founded in 2016, we work with Small & Medium Businesses to transform their IT and provide comprehensive solutions – from procurement, to installation, securing it and managing it moving forward.

 [More about us on our website](#)

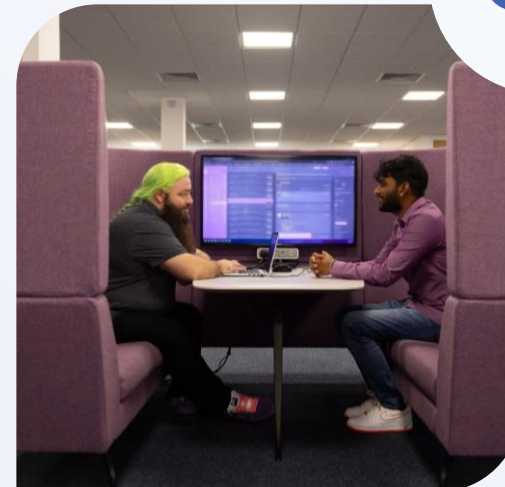
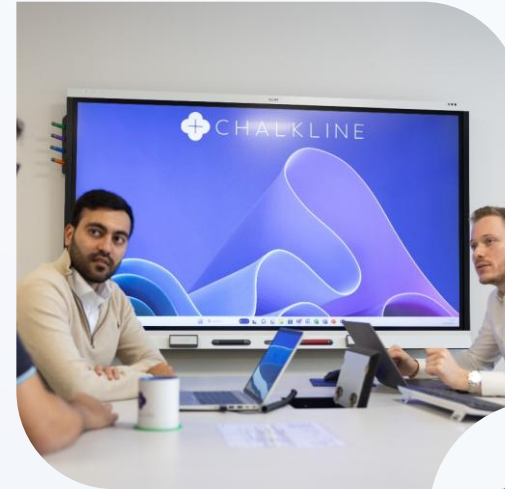


What does a role at Chalkline look like?



- 1. Communication First:** Effective communication is the lifeblood of a thriving business. You must be a great communicator, always be punctual, willing to go the extra mile to delight our clients, and eager to add to our Knowledge Base!
- 2. Collaborative Office Environment:** We do our best work when we're physically together. We therefore work from our buzzing office (except for client site visits).
- 3. Always Changing:** Working in tech means that no two days are the same! We invest heavily in research & development to stay ahead and use the latest tech to improve our client experience.
- 4. Learning & Developing:** Just like the business, we want to see you grow too! We expect you to be eager to learn and work towards an agreed Personal Development Plan to assist your career growth.

To help you with your continued growth, we provide training budgets and contribute towards training & exams.



Our Office

Our Head Office is in Borehamwood. It is a modern space that inspires collaboration and, as you would expect, is equipped with the latest tech!

We are a 30-minute walk from Elstree & Borehamwood train station. There are several nearby bus routes and parking on-site.

Lunch times see the Dartboard & Xbox in full flow, so if you are into FIFA or fancy yourself as the next Luke Littler, then pit yourself against our resident champions.

We provide daily fruit and snacks as well as regular Lunch & Learns – you won't go hungry!



Team Building & Socials

Like all high performing teams, we constantly look to improve teamwork and collaboration.

Regular team building sessions take place to encourage team communication and get away from our screens.

We also enjoy socials. We always aim to try something new! Here's some activities we've done before:

- Mini Golf at Puttshack
- Darts at Flight Club
- Urban Axe Throwing
- Golf at Topgolf
- Pasta making master class
- Clays (Virtual clay shooting)
- The Crystal Maze
- Comedy Store
- Summer BBQs
- Pizza Vans
- Sixes Cricket
- Go Karting
- Xbox Game Nights
- Escape Rooms



Why our mission & values matter to us...

OUR MISSION PROVIDE THE BEST CLIENT
EXPERIENCE AND ENJOY THE JOURNEY

OUR PEOPLE

PUNCTUAL

POSITIVE

RESPECTFUL

RECEPTIVE

RESPONSIBLE

OUR SUCCESS

KEEP IT
SIMPLE

NEVER SACRIFICE
SERVICE

TAKE PRIDE IN
OUR WORK

CONTINUALLY
DEVELOP

SCALE
SUSTAINABLY



Apprenticeships

Professional growth & development is incredibly important to us, in both technical & soft skills.

We are huge believers of the apprenticeship scheme – in fact over a third of our team have gone through an apprenticeship, including one Director and one Department Head!

A Chalkline apprenticeship is a full-time role which typically results in a permanent role on completion. The government-approved scheme includes on-the-job training, as well as regular off-the-job training and check-ins with a mentor.

Even if you're not an apprentice yourself, other members of the team are expected to provide training and mentoring to the apprentices as part of their own professional development.



What do Chalkline employees say?

“Energetic hard-working environment, well organised floor layout, and a fun lunch area.”

Rahil

“There is a feeling of a real community where everyone is always ready to give a hand whenever needed.”

Beatriz



We're Great Place to Work-Certified™!

100%

of our employees said that when you join the company, you are made to feel welcome

Chalkline Solutions Limited

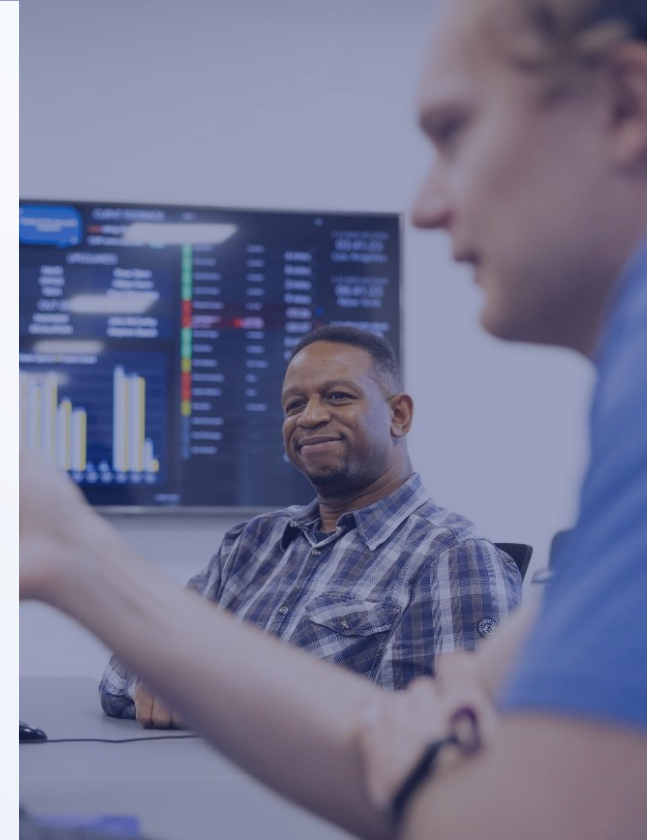
Source: 2023 Great Place To Work Trust Index® Survey

“Chalkline is a fantastic place to work due to its inclusive culture and strong commitment to employee growth. The supportive environment and recognition programs truly make it stand out.”

Great Place to Work Survey

“Chalkline stands for innovation, inclusivity, and excellence. What makes it special is its unwavering commitment to fostering a supportive and dynamic work environment.”

Great Place to Work Survey



Benefits

We want to ensure that every employee feels appreciated.

Our employee benefits package has been designed to promote development, recognise achievements, and support your wellbeing, both in and out of work.

Thanks Points



We have a recognition platform to acknowledge people going above and beyond, as well as receiving positive client feedback. Points are redeemed for Amazon vouchers!

Healthcare



After 1 month's service, you can join our Medical Cash Plan and Employee Assistance Programme.

After 2 years, you can join our Private Medical Insurance.

Holiday



You start with 28 days holiday (including bank holidays). This increases by 1 every full year served, to a maximum of 33.

You also get your birthday off!

Training



We celebrate achievements and provide opportunities to develop, alongside training budgets & ability to unlock salary uplifts on passing targeted exams.

Salary Sacrifice



We have a Cycle to Work scheme and Electric Car scheme.

Both are available to all employees once they have passed probation.

Pension



We know it is important to save for the future!

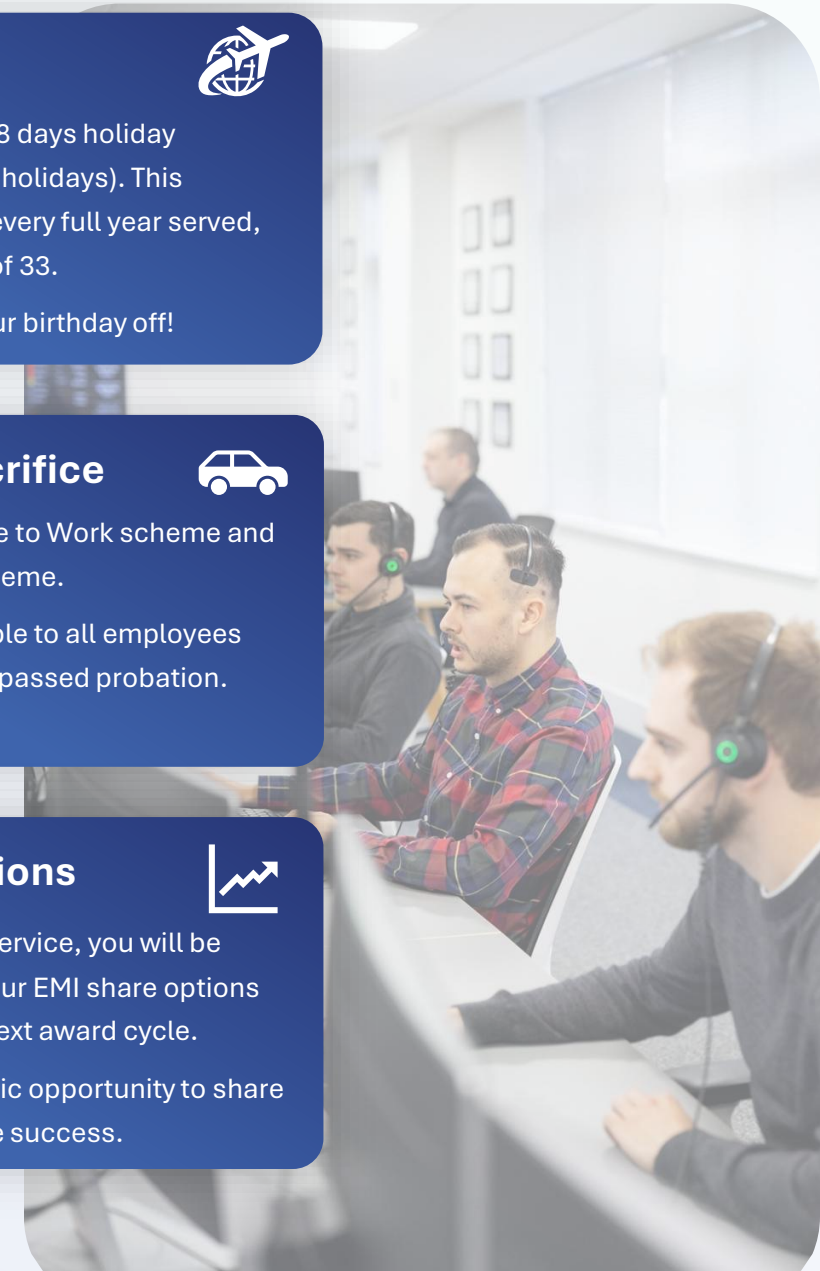
If you are enrolled in our pension scheme, we will match your contribution, up to 4%.

Share Options



After 1 year of service, you will be eligible to join our EMI share options scheme at its next award cycle.

This is a fantastic opportunity to share in our collective success.



Onboarding & HR Process

We want to give all employees a running start at a Chalkline career! If successful in a recruiting process, our HR team will then start the Onboarding Process. We aim to make it a friendly, comprehensive onboarding with plenty of touch points.



1

To begin, the paperwork... 📄

We ask for due diligence information, including references & Right to Work.

A bespoke 2-week onboarding checklist and timeline is created specifically for you.

Behind the scenes, our team will be working diligently to get everything ready for you and ensure you have all the information about your first day at Chalkline.



2

You start! 🎉

Your first day will be busy – a deep onboarding session to run through processes & meet the team.

Over the first few weeks, you will sit down with each team to build familiarity with the different parts of the business.

There are regular HR check-ins along the way to keep you on track.



3

Moving forward 📅

We set clear KPIs (Key Performance Indicators), so you know what is expected of you.

We will work with you to create a PDP (Personal Development Plan). This ensures we align on what is needed to develop your career.

There are two formal reviews each year, to align with our Financial Year:

1. Annual appraisals (summer): a performance evaluation and your annual salary review.
2. Mid-year reviews (winter): a check-in to ensure everything is on track for the annual appraisal.



Ready to take your
career to the next level?



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