

## PBS Bidding Checklist

**Prior to logging out of PBS, use this bidding checklist to assist you in your monthly bidding**

### Check your Layer Tab

- None of your layers are resulting in zero (0) pairings by layer
- None of your pairing properties conflict with your line or days off properties
- If you bid specific pairings, only the total number of specific pairings (multiplied by positions) you bid show up in that layer
- Click on “view pairing set” to see all the pairings you are bidding for in each layer. Make sure the pairings are what you prefer
- You did not bid generic properties in the same layer as specific pairings
- You correctly bid your “preferred position preference” in every layer
- Check to make sure you only bid your “preferred position preference” once per layer
- Do not combine multiple maximize properties in one layer
- Make sure the “target credit range” you are bidding is:
  - Realistic for your seniority
  - Can be accomplished with the days off you are bidding
  - Appropriate for the pairings you are bidding – do the math
  - Make sure you only bid one TCR range per layer

### Check your calendar

- All known absences are on your monthly calendar
- All days off you are bidding for show up in each layer you bid for them
- If on Reserve, you bid for your reserve days off under the reserve tab

### Check your Dashboard

- Check your status to make sure it is the correct lineholder or reserve status
- Check your qualifications to make sure your first language is the primary language you prefer (if it is not, you will not be able to change it for this bid run, but have to make changes by the 26<sup>th</sup> for next month)
- Check to make sure your qualifications are accurate
- Check to make sure that if you show as a reserve but had toggled to be a lineholder you backed yourself up with bidding lines