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## Workday Pro Talent and Performance Exam Sample Questions (Q16-Q21):

### NEW QUESTION # 16

A manager wants to cascade a goal to several workers.

What option is available in the Add Goal to Employees task?

- A. Succession Pool
- B. Job Family
- C. Job Profile
- **D. Organizations**

**Answer: D**

Explanation:

\* In the Add Goal to Employees task, managers can cascade or assign goals to groups of workers.

\* The available grouping option is by Organizations (e.g., supervisory organizations, cost centers, custom organizations).

\* Succession Pools, Job Profiles, and Job Families are not selection criteria in this task. Those are used in talent or competency management contexts but not in mass goal assignment.

References:

Workday Talent & Performance documentation, Goal Management section.

Workday Pro Talent & Performance training guide: "Add Goal to Employees allows assignment to selected workers or by organizations, not by succession pools, job profiles, or job families."

### NEW QUESTION # 17

Refer to the following scenario to answer the question below.

¶ An enterprise creates organizational goals that include the following criteria:

- \* The organizational goals span five years.
- \* Workers can align their individual goals with the organizational goals.
- \* Workers must provide a description for each individual goal.
- \* Each individual goal must fall within one of three groupings.

Workers' individual goals fall within one of three groups: Innovation, Financial, or Productivity.

Where do you configure the groupings?

- A. Configure Organization Goals section
- B. Configure Talent Tags task
- **C. Maintain Goal Categories task**
- D. Configure Goals to Review section

**Answer: C**

Explanation:

\* In the scenario, each worker's goal must fall under one of three groupings: Innovation, Financial, Productivity.

\* These groupings are set up using Goal Categories.

\* The Maintain Goal Categories task allows administrators to define these categories and enforce categorization for goal entry.

\* Incorrect options:

\* Configure Goals in Review section# affects reviews, not groupings.

\* Configure Organization Goals section# applies to enterprise-level goals, not categorization.

\* Configure Talent Tags task# defines tags used for reporting, not enforced groupings.

References:

Workday Goal Management admin setup: "Use Maintain Goal Categories to define groupings for goals." Workday Pro Talent & Performance certification material: Goals must be categorized via categories, not talent tags.

### NEW QUESTION # 18

Which configuration is responsible for determining what actions employees and managers can take during a talent review?

- A. Organization membership
- B. Employee potential
- C. Domain security
- **D. Talent review template rule**

**Answer: D**

Explanation:

This question is about Talent Reviews in Workday and what drives the permissions or actions that employees and managers can take during the review process.

Let's analyze the choices:

\* A. Organization membership

\* Incorrect.

\* Organization membership (e.g., supervisory org, talent pool) determines which workers are included in the review.

\* It does not determine what actions managers or employees can take.

\* B. Employee potential

\* Incorrect.

\* Employee potential is an attribute (like performance, loss impact, retention risk) used for evaluation in the talent review grid.

\* It informs the content of the review, not the actions available to participants.

\* C. Domain security

\* Partially correct but not the best answer.

\* Domain security determines who has access to initiate or view Talent Reviews, but it does not drive process actions inside the review (such as rating, adding notes, or calibrating).

\* D. Talent review template rule

\* Correct.

\* The Talent Review Template Rule defines the configuration of the talent review process, including:

\* Which sections appear (e.g., 9-box grid, attributes, notes).

\* Which actions participants (employees, managers, HR partners) can perform.

\* Whether calibration is enabled, whether participants can move employees between grid boxes, and other interactive review behaviors.

\* This is the configuration responsible for controlling what employees and managers can do during a talent review event.

Therefore, the correct answer is Talent review template rule.

#References

\* Workday Pro Talent & Performance Certification Guide - Talent Reviews: "The talent review template rule determines the structure of the review and what actions participants may take during the review."

\* ERP Cloud Training - Workday Talent Reviews: "Template rules control functionality such as allowing participants to update potential ratings, add notes, or move workers in the grid. Security domains only manage access."

\* Workday Community Documentation - Talent Review Configuration: Confirms that template rules define the actions and behaviors within a talent review session.

### NEW QUESTION # 19

Your annual performance review includes goals, feedback, and responsibilities. Your business process includes these steps:

\* Set Review Content

\* Get Additional Reviewers

\* Assess Potential

\* Complete Manager Evaluation

What step will the workflow not use?

- **A. Assess Potential**
- B. Complete Manager Evaluation
- C. Set Review Content
- D. Get Additional Reviewers

**Answer: A**

Explanation:

- \* In Workday's annual performance review process, typical default steps are:
- \* Set Review Content# defines template contents (goals, feedback, responsibilities).
- \* Get Additional Reviewers# allows adding reviewers.
- \* Complete Manager Evaluation# manager provides evaluation.
- \* Assess Potential is not part of the performance review process; it belongs to Talent Review / Succession Planning processes.
- \* Therefore, the workflow will not use Assess Potential in a performance review.

References:

Workday Performance Review vs. Talent Review process distinction in Pro materials.

Workday configuration: "Assess Potential" is a Talent module step, not part of standard performance review flows.

### NEW QUESTION # 20

An organization wants to assign the same employee on two succession plans. What task should they use to complete this?

- A. Move Succession Plan
- B. Copy Succession Plan Candidates
- **C. Manage Succession Plan**
- D. Create Succession Pool

**Answer: C**

Explanation:

\* The Manage Succession Plan task allows administrators or managers to assign employees to one or more succession plans, including assigning the same employee to multiple plans.

\* Incorrect options:

- \* A. Create Succession Pool # creates a new pool, unrelated to assigning to multiple plans.
- \* B. Move Succession Plan # used for plan reorganization, not assigning individuals.
- \* C. Copy Succession Plan Candidates # duplicates candidate lists from one plan to another, but is not the standard method for assignment.

References:

Workday Succession Planning configuration documentation.

Workday Pro Talent & Performance study guide: "Use Manage Succession Plan to add workers to one or multiple plans."

### NEW QUESTION # 21

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