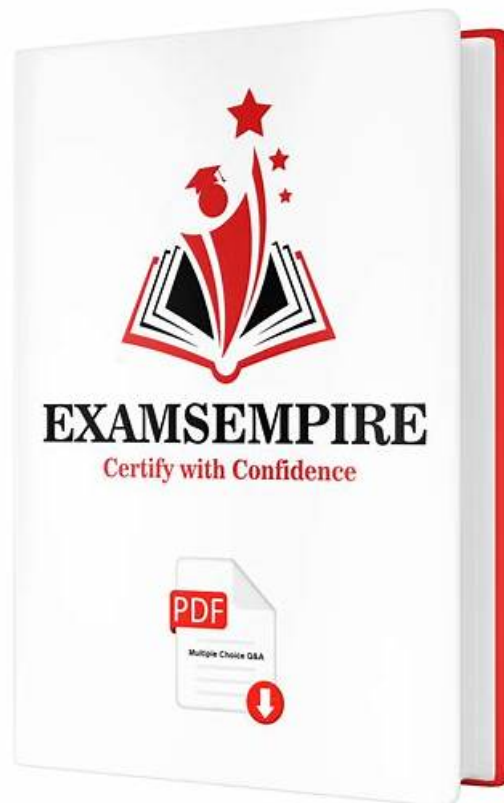


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• Business Process Management (BPM): This section of the Workday Pro HCM exam measures the skills of HRIS Analysts and focuses on understanding how business process management (BPM) enables organizations to model, analyze, and optimize workflows. It assesses the ability to improve and automate HR and organizational processes to ensure efficiency and alignment with business objectives.

Topic 2	<ul style="list-style-type: none"> • Talent Management (TM): This section of the exam evaluates the competencies of HR Managers and covers how to anticipate and plan for organizational talent needs. It focuses on leveraging Workday's Talent Management tools for recruiting, developing, and retaining high-performing employees to support long-term business success.
Topic 3	<ul style="list-style-type: none"> • Configurable Security: This domain evaluates the expertise of Workday Security Administrators and covers how configurable security settings manage access to sensitive HR data and processes. It focuses on maintaining secure, role-based permissions within the Workday environment to protect organizational integrity.
Topic 4	<ul style="list-style-type: none"> • Performance Enablement: This section assesses the skills of HR Business Partners and focuses on aligning employee performance with organizational goals. It includes managing performance reviews, setting objectives, and enabling continuous feedback within Workday to enhance workforce productivity.
Topic 5	<ul style="list-style-type: none"> • Operational Reporting: This domain measures the abilities of HRIS Analysts and covers the use of operational reporting to provide real-time insights into ongoing HR and business activities. It emphasizes creating and managing reports that support data-driven decision-making within Workday.

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Workday Pro Talent and Performance Exam Sample Questions (Q48-Q53):

NEW QUESTION # 48

What field does Workday require when you create a competency?

- A. Name
- B. Competency Description
- C. Category
- D. Proficiency Rating Scale

Answer: A

Explanation:

When creating a Competency in Workday Talent & Performance, the system enforces certain required fields.

* Name:

* This is the mandatory field. Every competency must have a name so it can be identified in job profiles, performance reviews, and talent pools.

* Without a name, Workday will not allow you to save or proceed.

* Proficiency Rating Scale:

* This is important for measuring competencies (e.g., Basic # Intermediate # Advanced # Expert).

* However, it is not required at the point of creation. If you don't assign one, the system can still save the competency, though you may not be able to rate employees effectively without linking a scale later.

* Competency Description:

* Highly recommended for clarity and reporting.

* But this field is optional, not enforced by Workday.

* Category:

* Used to group competencies (e.g., Leadership, Technical, Communication).

* Again, optional and for organizational purposes only.

Thus, while other fields add functionality and structure, the only required field to create a competency is the Name.

#References

* Talent & Performance Learning Material: Competencies are created with "Name" as required, while "Description, Proficiency Scale, and Category" are optional metadata used to support evaluation and reporting.

* Workday Pro Talent & Performance study outlines: Under the Competencies section, it explicitly states: "The only mandatory field is Name. Description, Proficiency Rating Scale, and Category are optional fields that can be configured for richer competency management." #web source Talent & Performance training + community notes#

* ERP Cloud Training - Workday Talent & Performance course: Highlights that "Name is required when creating a competency; all other fields are optional depending on business needs."

NEW QUESTION # 49

Refer to the following scenario to answer the question below.

Your organization is initiating employee reviews. There are several objectives for these reviews, including:

- * Setting goals and reviewing them quarterly.
- * Checking in with the new hire at 90 days.
- * Annually reviewing performance.
- * Performing multi-rater reviews.

For the annual multi-rater reviews, what template sections do you need to configure?

- A. Questions
- **B. Feedback**
- C. Goals
- D. Competencies

Answer: B

Explanation:

* For multi-rater reviews, the essential template section is Feedback.

* This allows multiple reviewers to provide input on the employee, ensuring a comprehensive evaluation.

* Other sections (Competencies, Questions, Goals) may be included but are not required specifically for multi-rater functionality.

* Without a Feedback section, multi-rater reviews cannot function correctly.

References:

Workday Pro Talent & Performance documentation: "Multi-rater reviews rely on Feedback sections to collect input from additional reviewers." Workday template design best practices for multi-rater reviews.

NEW QUESTION # 50

An enterprise wants to create their own list of skills and use them as search facets in reports.

What type of skills can they create to accomplish this?

- A. Skills Cloud skills
- **B. Maintained skills**
- C. Crowdsourced skills
- D. Synonymous skills

Answer: B

Explanation:

Comprehensive Detailed Explanation

* Enterprises can create Maintained Skills-custom-defined skills that are stored and searchable in their tenant.

* These can also be configured as search facets in reports, supporting custom analysis.

* Incorrect options:

* Skills Cloud skills# Workday-delivered universal ontology, not customer-specific.

* Crowdsourced skills# skills suggested by workers, not controlled enterprise lists.

* Synonymous skills# system-recognized synonyms, not customer-defined lists.

References:

Workday Skills Configuration documentation: Maintained skills can be created for tenant-level use in searches and reports.

NEW QUESTION # 51

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 Profile
- C. Job Family
- **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 # 52

An employee had a manager from January through August. The employee then had a new manager from September through December.

In the Start Performance Review business process, for the Complete Manager Evaluation step, what security group would you use to route the step to the employee's manager that they had in January?

- A. Primary Manager
- **B. Manager for Majority of Event**
- C. Matrix Manager
- D. Manager

Answer: B

Explanation:

* In a performance review event spanning multiple months, Workday determines which manager should receive the evaluation step.

* The option Manager for Majority of Event ensures that the manager who supervised the employee for the longest portion of the review period (in this case, January-August) is the one who receives the task.

* Incorrect options:

* A. Manager # routes to current manager by default, not historical.

* C. Matrix Manager # used for matrix org relationships, not standard review.

* D. Primary Manager # is the current primary manager at the time of launch.

References:

Workday Business Process configuration rules for manager evaluation steps.

Workday Pro study content: "Use Manager for Majority of Event when you need the prior manager to complete the evaluation."

NEW QUESTION # 53

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