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Workday Pro HCM Core Certification Exam Sample Questions (Q12-Q17):

NEW QUESTION # 12

Your client wants to select a staffing model that will allow them to track the time to fill a position. What staffing model should they use?

- A. Job Management
- B. Customer-defined staffing model
- C. A hybrid staffing model
- **D. Position Management**

Answer: D

Explanation:

The correct answer is C - Position Management.

In Workday, Position Management is the staffing model used when an organization needs to track headcount, vacancies, and time-to-fill for each position individually. Each position represents a distinct job slot that must be filled by a worker, providing clear visibility into when a position is open, filled, or closed.

This model is ideal for organizations that require detailed tracking of resource allocation, workforce planning, and recruiting metrics such as "time to fill". Because each position must exist before a hire can occur, Workday automatically records the date the position is opened and the date it is filled, allowing accurate reporting on recruitment cycle times.

In contrast, Job Management groups workers under jobs rather than individual positions and does not provide vacancy-level tracking, making it unsuitable for time-to-fill analysis.

Reference: Workday Pro HCM - Staffing Models and Position Management Guide, "Comparing Position Management and Job Management Models."

NEW QUESTION # 13

What security group does Workday deliver that allows employees to view information about the organization's structure?

- A. Role Maintainer
- **B. All Employees**
- C. Implemented
- D. Initiator

Answer: B

Explanation:

The correct answer is C - All Employees.

Workday delivers the All Employees security group as a predefined (delivered) user-based security group that automatically includes every active worker within the tenant. This group grants broad access to non-sensitive information that all workers should be able to view, such as organizational structure, reporting relationships, job profiles, and public worker details (like name, title, and location).

The All Employees group is fundamental for system usability and transparency, ensuring employees can navigate the org chart, identify colleagues, and understand reporting hierarchies without compromising confidential data.

Workday recommends maintaining this group's configuration in its default state to avoid restricting essential information visibility.

Security administrators may, however, further refine domain policies to exclude sensitive data while preserving general organization structure access.

Reference: Workday Pro HCM - Security Fundamentals, "Delivered Security Groups: All Employees, All Contingent Workers, and All Users" section.

NEW QUESTION # 14

What is a Workday standard report?

- A. A report to export data for external analysis
- B. An ad-hoc report for on-the-fly analytics
- C. A customized report for specific organizational needs
- **D. A delivered predefined report**

Answer: D

Explanation:

A Workday standard report refers to a delivered, predefined report that is built and maintained by Workday.

These reports are available out-of-the-box and are designed to support common and essential business processes and analytics across HCM, Finance, and other Workday modules. Users can run standard reports immediately without needing to create them from scratch, and they often serve as a base for custom reporting when further refinement or filtering is necessary.

Workday provides hundreds of these reports covering a broad range of functionality—examples include

"Employee Roster", "All Positions", "Business Process Transactions", etc. These reports are typically domain-secured, which means access to them is governed by user security and data access permissions.

As per the Workday Pro HCM Reporting Study Guide, standard reports are also known as "delivered reports" and often include pre-configured prompts and formatting that align with Workday best practices.

Workday Pro HCM - Reporting and Analytics Fundamentals, "Standard Reports Overview" section.

NEW QUESTION # 15

What statement about business processes is true?

- A. You can add any action step to any business process.
- **B. You can create business process definitions based on rules.**
- C. You can set any step of a business process as completion.
- D. You can add any type of condition rules to any step.

Answer: B

Explanation:

In Workday, a Business Process (BP) defines how specific business events are executed within the system.

The true statement among the options is that you can create business process definitions based on rules.

Workday allows you to maintain rule-based BP definitions, meaning that a single BP can have multiple versions triggered under different conditions (for example, based on supervisory organization, company, location, or job profile).

This functionality enhances configuration flexibility by allowing organizations to adapt process flow depending on contextual attributes - without duplicating processes. Each version operates under a defined condition rule, evaluated at runtime to determine which BP definition applies.

Options A, B, and C are incorrect:

* A is false because not every action step can be added to every process - the available step types depend on the BP template (for example, Hire, Change Job, or Request Compensation Change).

* B is false since condition rules can only be applied to specific steps where the system allows configuration (for instance, approvals and to-dos).

* C is false because only a designated Completion Step marks the end of the process, and it cannot be assigned arbitrarily to any step.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Framework and Configuration Guide (2023R2, Workday Learning).

Sections: "Rule-Based Business Process Definitions," "Business Process Configuration Best Practices," and "Condition Rule Framework."

NEW QUESTION # 16

What report can you use to view how Workday secures the Change My Legal Name task?

- A. View Security Rule
- B. View Data Source Security
- **C. View Security for Securable Item**
- D. View Security Groups

Answer: C

Explanation:

The correct answer is B - View Security for Securable Item.

In Workday, every task, report, domain, and business process is considered a securable item. To analyze how access to a specific task (like Change My Legal Name) is controlled, the system administrator uses the View Security for Securable Item report.

This report allows users to:

- * Identify which domain security policy governs the securable item,
- * See what security groups currently have access,
- * Determine the type of access granted (View, Modify, Initiate, etc.), and

* Understand the security policy inheritance associated with the item.

For example, when you run this report and enter "Change My Legal Name" as the securable item, Workday returns the domain policy controlling it-typically within the Worker Data: Personal Information domain.

From there, security administrators can update access via the Maintain Domain Security Policy for Functional Area task if necessary. This is the standard and recommended Workday method for determining how any specific action, report, or task is secured.

Reference: Workday Pro HCM - Security Fundamentals, "Analyzing Access with the View Security for Securable Item Report" section.

NEW QUESTION # 17

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