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

Topic	Details
Topic 1	<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.
Topic 2	<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 3	<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 4	<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 5	<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.

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Workday Pro Talent and Performance Exam Sample Questions (Q45-Q50):

NEW QUESTION # 45

Your organization launches talent reviews for the entire organization on an annual basis. You created a new Talent Lead security group to initiate the talent review event.

What do you need to modify to enable this configuration?

- A. Both the Launch Talent Reviews business process security policy and the Talent Review domain security policy
- B. Both the Talent Review business process security policy and the Talent Review domain security policy
- C. The Launch Talent Reviews business process security policy
- D. The Talent Review business process security policy

Answer: A

Explanation:

This scenario involves enabling a new security group (Talent Lead) to initiate Talent Review events in Workday. To achieve this, you need to configure both the business process security and domain security that govern Talent Reviews.

* Launch Talent Reviews business process security policy

* This policy controls who has permission to initiate the Talent Review event.

* Without updating this, the new Talent Lead group cannot start the review process.

* Talent Review domain security policy

* This policy governs access to Talent Review objects, such as templates, review events, grids, and attributes.

* Without updating domain security, even if the group can launch the process, they will not be able to view or interact with the talent review itself.

* Incorrect alternatives

* Option B (Launch Talent Reviews only): This would allow the group to initiate the process, but they would lack access to view or work with the reviews.

* Option C (Talent Review business process security policy): There is no generic "Talent Review business process"; the correct one is "Launch Talent Reviews."

* Option D (Talent Review business process + domain security): Misstated. The business process in question is "Launch Talent Reviews," not a general Talent Review business process.

Therefore, the correct answer is to update both the Launch Talent Reviews business process security policy and the Talent Review domain security policy so that the Talent Lead group has both initiation rights and access permissions.

References

* Workday Pro Talent & Performance Certification Guide - Security in Talent Reviews: Explains that both business process security and domain security must be configured for security groups responsible for launching talent reviews.

* ERP Cloud Training - Talent Review Security: Notes that business process security grants initiation rights, while domain security controls access to objects and review content.

* Workday Community Documentation - Talent Review Setup: Confirms that both the Launch Talent Reviews business process policy and the Talent Review domain security policy must be modified when a new security group is added to initiate reviews.

NEW QUESTION # 46

Refer to the following scenario to answer the question below.

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

Answer: B

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 # 47

While configuring the Performance Review business process, you added a Complete Additional Manager Evaluation step. However, when testing, the manager is not receiving the Inbox task to select other managers.

What do you configure on the employee review template to route this step to the manager's Inbox?

- A. Require Additional Managers to enter a comment in the Overall section.
- B. Add a rule in the Applies To field to limit performance reviews to workers with additional jobs.
- **C. Enable the Additional Manager Evaluation for All Sections on the Other Reviewer Options section.**
- D. Add a competencies section to the template.

Answer: C

Explanation:

- * When you add a Complete Additional Manager Evaluation step in the Performance Review BP, the system only generates the Inbox task if the employee review template is configured to allow it.
- * This is controlled in the Other Reviewer Options section of the template.
- * You must enable "Additional Manager Evaluation for All Sections" for the task to route correctly.
- * Incorrect options:
- * A. Adding a competencies section is unrelated to routing.
- * B. Requiring comments in the Overall section doesn't trigger the step.
- * D. Applies To field rules limit applicability but won't control routing to the direct manager.

References:

Workday Employee Review Template configuration guide.

Workday Pro exam material: "Enable Additional Manager Evaluation for All Sections in the template to activate the BP step."

NEW QUESTION # 48

You want to configure your Performance Review business process so that other users can rate an employee's competencies.

Which subprocesses do you configure for this?

- **A. Get Additional Reviewers for Performance Review and Complete Additional Evaluation for Performance Review**
- B. Get Additional Manager Evaluation for Performance Review and Complete Additional Evaluation for Performance Review
- C. Get Additional Manager Evaluation for Performance Review and Complete Additional Manager Evaluation for Performance Review
- D. Get Additional Reviewers for Performance Review and Complete Additional Manager Evaluation for Performance Review

Answer: A

Explanation:

- * To allow other users (besides the direct manager) to rate competencies:
- * Use Get Additional Reviewers for Performance Review# allows nominating additional evaluators.
- * Then use Complete Additional Evaluation for Performance Review# routes the evaluation step to the selected additional reviewers.
- * Incorrect options mix up "Additional Manager" with "Additional Reviewer." Managers are a subset, but to include broader participants, the correct subprocesses are Reviewers + Evaluation.

References:

Workday Performance Review BP design documentation.

Workday Pro Talent & Performance exam material."For additional reviewers (not limited to managers), configure Get Additional Reviewers + Complete Additional Evaluation subprocesses."

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.

The New Hire 90 Day Check-In template has several sections, including Questions and Overall. As an administrator, you want to schedule this process to route to all new hires each month.

What Employee Review Template configuration restricts the template to only new hires after 90 days?

- A. Period Start Date/Period End Date
- **B. Applies to**
- C. Layout Override
- D. Review Type

Answer: B

Explanation:

- * The Applies To field on the Employee Review Template determines which population is eligible for the review.
- * To restrict the 90-Day Check-In template so that it only applies to new hires after 90 days, you configure the Applies To criteria accordingly (e.g., based on hire date relative to review launch date).
- * Incorrect options:
- * Review Type# categorizes reviews (annual, quarterly, etc.), but does not restrict worker population.
- * Period Start/End Dates# define review timeframe, not eligibility rules.
- * Layout Override# controls template layout, not applicability.

References:

Workday Employee Review Template configuration guide.

Workday Pro Talent & Performance exam prep: "Use Applies To to restrict review templates to new hires after 90 days."

NEW QUESTION # 50

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