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

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

Workday Pro Talent and Performance Exam Sample Questions (Q30-Q35):

NEW QUESTION # 30

What do you use a talent pool for?

- A. To assess the readiness of internal candidates and consider external candidates for job profiles.
- B. To create a short list of ranked candidates who are preparing to take over a position.
- C. To organize workers by hierarchical structure.
- D. To organize and segment groups of workers for development.

Answer: D

Explanation:

* Talent Pools are designed to group employees for development and succession planning purposes.

* They help organizations track readiness, identify high potentials, and prepare workers for future roles.

* Incorrect options:

* A. Organizing by hierarchy is done via Supervisory Organizations, not talent pools.

* B. A short list of ranked candidates is closer to Succession Planning, not talent pools.

* D. Assessing readiness for job profiles (including external candidates) is Succession Planning, not pools.

References:

Workday Talent Management Guide: "Talent pools are collections of workers for development and growth opportunities." Workday Pro Talent & Performance certification prep.

NEW QUESTION # 31

You would like to use Skills Cloud as the primary source for skill searches.

What task would you access to meet this requirement?

- A. Maintain Skill Item Categories
- B. Maintain Skill Vendors
- C. Maintain Skills and Experience Setup
- D. Maintain Skills

Answer: C

Explanation:

- * To configure Skills Cloud as the primary source for skill searches, you use the Maintain Skills and Experience Setup task.
- * This task controls whether Workday tenant prioritizes Skills Cloud suggestions and searches versus custom skill libraries.
- * Incorrect options:
- * Maintain Skill Item Categories# categorizes skills, not source priority.
- * Maintain Skill Vendors# used for external vendor integrations.
- * Maintain Skills# used for creating/editing skills but not selecting Skills Cloud as the default.

References:

Workday configuration guide: Skills Cloud setup.

Workday Pro certification prep: "Maintain Skills and Experience Setup controls whether Skills Cloud is the primary search source."

NEW QUESTION # 32

During testing, you launched a Performance Review event with calibrations and all events are still in progress. You notice that the goals are not populating as planned.

What is the first task you should run before you correct your configuration?

- A. The Mass Cancel Business Process task for Start Performance Review and Launch Calibration, including the subprocesses
- B. The Mass Rescind Business Process task for Start Performance Review and Launch Calibration, without the subprocesses
- C. The Mass Cancel Business Process task for Start Performance Review only, without the subprocesses
- **D. The Mass Rescind Business Process task for Start Performance Review only, including the subprocesses**

Answer: D

Explanation:

This scenario deals with testing a Performance Review event that includes calibrations. Since the goals are not populating as expected, you need to reset the process correctly before fixing the configuration.

Here's why the correct choice is Mass Rescind - Start Performance Review (including subprocesses):

* Rescind vs Cancel

* Rescind: Completely removes the business process instance and all of its subprocesses from the system as if it never occurred. This is the proper action during testing, because it clears the data and lets you start fresh with corrected configuration.

* Cancel: Stops the process, but leaves historical records behind. This is not ideal for configuration testing, because it doesn't fully reset the process state.

* Why Start Performance Review only (not Calibration)

* Calibration events are tied to performance reviews. If you rescind the performance review, the associated calibration processes are also cleared.

* If you attempt to rescind or cancel both Performance Review and Calibration separately, it can cause unnecessary complications.

* Why including subprocesses

* Performance Review has multiple subprocesses (e.g., goal population, manager review, employee self-evaluation, calibration triggers).

* To fully clear the faulty test run, you must include all subprocesses; otherwise, remnants of the process remain in-progress and may block future testing.

* Incorrect Options Explained

* A. Mass Rescind (Performance Review + Calibration, no subprocesses)# Wrong, because calibration rescinds automatically when you rescind the review, and leaving out subprocesses creates incomplete cleanup.

* C. Mass Cancel (Performance Review + Calibration, with subprocesses)# Wrong, because Cancel does not fully reset configuration testing.

* D. Mass Cancel (Performance Review only, no subprocesses)# Wrong, same reason: Cancel is insufficient, and leaving subprocesses active breaks cleanup.

References

* Workday Pro Talent & Performance Study Guide - Calibration & Performance Reviews: "When testing configuration errors, rescind the performance review with all subprocesses. Do not cancel, as this preserves process history and does not allow a clean retest."

* ERP Cloud Training - Workday Performance Review & Calibration: "Rescind clears all subprocesses linked to the review, including calibration. Cancel only halts the process without fully removing it."

* Workday Community Documentation - Mass Business Process Actions: Confirms that Rescind fully clears test data, while Cancel leaves records intact.

NEW QUESTION # 33

You want to create an organization goal for the workers in a supervisory organization. When creating the organization goal, what most recent period defaults into the Goal Period field?

- A. The goal period assigned to its immediate superior supervisory organization.
- B. The first goal period created in the tenant.
- C. The most recent goal period assigned to a goal in the specific supervisory organization.
- D. The goal period on any worker record in the supervisory organization.

Answer: C

Explanation:

Comprehensive Detailed Explanation

* When creating an organization goal, Workday defaults the Goal Period field to the most recent goal period used in the specific supervisory organization.

* It does not inherit from superior organizations, worker records, or the first goal period created in the tenant.

* This ensures consistency within the supervisory organization's existing goal cycles.

References:

Workday documentation on Goal Period defaulting behavior.

Workday Pro Talent & Performance guide: "For new organizational goals, the Goal Period defaults to the most recent goal period assigned within that supervisory organization."

NEW QUESTION # 34

Refer to the following scenario to answer the question below.

Maintain Goal Setup

Configure Individual Goals

1 Item

Process	*Field	*Criteria	Enforce Required in Web Services	Hidden For	Required For
Manage Goals					

> More Information

Configure Organization Goals

Organization Alignment

Organization Goal Allows Organization Alignment Through Hierarchy

Default Organization Goal to Private

Enable Percent Complete

Allow Automatic Calculation of Percent Complete

Configure Goals In Reviews

Lock Goals Associated with In Progress Reviews

Allow Deletion of Goals Associated with Reviews

Allow Ordering of Goals in Reviews

Maintain Goal Units Maintain Goal Payout Bands Configure Talent Tags Maintain Goal Categories Maintain Goal Periods Maintain Goal Completion Statuses

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.

When workers create their goals, they need to include a goal description.

Where do you make the goal description a required field?

- A. Maintain Goal Units task

- B. Configure Individual Goals section
- C. Configure Organization Goals section
- D. Maintain Goal Categories task

Answer: B

Explanation:

* To make specific goal fields mandatory (such as requiring a goal description), you must configure this in the Configure Individual Goals section of the Maintain Goal Setup task.

* In this section, administrators define which fields are:

* Required (must be completed by the worker),

* Optional, or

* Hidden (not shown to users).

* The Maintain Goal Categories task only sets up categories such as Innovation, Financial, Productivity.

* The Maintain Goal Units task configures measurement units (e.g., percentages, dollars).

* The Configure Organization Goals section governs how enterprise-level organizational goals behave, but does not control whether an individual field like "Description" is required.

Therefore, to enforce that workers must always provide a goal description, you configure this requirement in the Configure Individual Goals section.

References:

Workday Talent & Performance Admin Guide: "Configure Individual Goals section allows fields such as description, due date, and measurement to be marked as required or optional." Workday Pro Talent & Performance study material confirms: "Goal description requirements are set in Configure Individual Goals, not in organization goal setup or categories."

NEW QUESTION # 35

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