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

Topic	Details
Topic 1	<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 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"> 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"> 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"> 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.

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

NEW QUESTION # 45

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 review, you need a new review template. This template must contain sections for both professional and personal goals.

What task do you need to configure before you can create the new template?

- **A. Maintain Employee Review Section Types**
- B. Maintain Employee Review Setup
- C. Maintain Goal Periods
- D. Maintain Goal Setup

Answer: A

Explanation:

- * Before creating a review template, you must define thesection typesavailable in reviews.
- * Since the template requirestwo different goal sections (professional and personal), you must configure them asEmployee Review Section Types.
- * Incorrect options:
 - * A. Maintain Goal Periods # defines timeframes, not template sections.
 - * C. Maintain Goal Setup # configures goal rules, not review template sections.
 - * D. Maintain Employee Review Setup # overall setup but does not define section types.

References:

Workday Employee Review Template admin documentation.

Workday Pro exam study guide: "Use Maintain Employee Review Section Types to enable multiple goal sections in review templates."

NEW QUESTION # 46

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

Answer: D

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 # 47

Refer to the following scenario to answer the question below.

Your Performance Review business process includes the following steps:

- (a) Set Review Content
- (b) Get Additional Reviewers
- (c) Complete Self Evaluation
- (d) Complete Manager Evaluation

For the Get Additional Reviewers step, a worker submits reviewer names, then their manager needs to approve the proposed additional reviewers.

Where would you configure this approval step?

- A. On the Get Additional Reviewers subprocess, immediately after the Complete Additional Evaluation for Performance Review step
- B. On the Performance Review business process, immediately after the Get Additional Reviewers step
- **C. On the Get Additional Reviewers subprocess, immediately after the initiation step**
- D. On the Performance Review business process, immediately after the Complete Manager Evaluation step

Answer: C

Explanation:

- * The Get Additional Reviewers subprocess is responsible for collecting reviewer nominations.
- * If you want the manager to approve reviewer names after a worker submits them, you configure an Approval step inside this subprocess.
- * It should be placed immediately after the initiation step to ensure manager approval occurs before reviewers are finalized.
- * Incorrect options:
- * A. Adding approval in the main Performance Review BP won't tie it directly to the reviewer nominations.
- * B. Placing approval after "Complete Additional Evaluation" is too late—reviewers would already be acting.
- * C. Approval after manager evaluation is unrelated to reviewer setup.

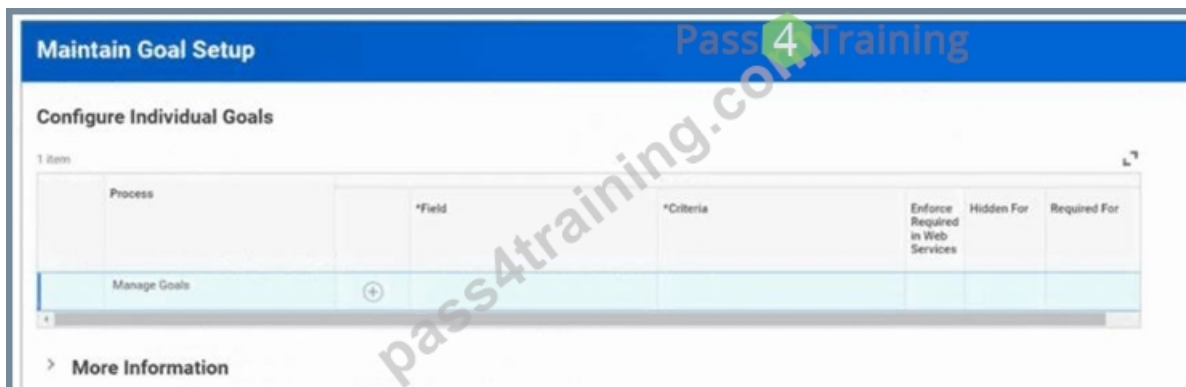
References:

Workday Performance Review subprocess design documentation.

Workday Pro Talent & Performance exam prep: "Manager approval of reviewer nominations must be configured in the Get Additional Reviewers subprocess."

NEW QUESTION # 48

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.

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

Where do you make the goal description a required field?

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

Answer: C

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 # 49

You want to ensure consistency when reporting responses on specific feedback templates. What functionality prevents workers from changing questions on a feedback template?

- A. Lock Template
- B. Template Type
- C. Condition Rules
- D. Question Tags

Answer: A

Explanation:

- * To ensure consistent reporting, feedback templates can be set as Locked.
- * A Locked Feedback Template prevents managers or workers from modifying the questions—no additions, edits, or deletions are allowed.
- * Other options are not correct:
- * Condition Rules# used for dynamic behavior and field visibility, not for locking questions.
- * Template Type# defines type (e.g., Feedback vs. Review), not question editability.
- * Question Tags# used for categorization and reporting but do not prevent changes.

References:

Workday Talent & Performance configuration material: "Lock Template prevents edits to template questions." Workday Pro certification study content on feedback management.

NEW QUESTION # 50

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