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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"> • 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 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"> • 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 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.

Workday Pro Talent and Performance Exam Sample Questions (Q47-Q52):

NEW QUESTION # 47

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

Answer: B

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 # 48

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

Test 4 Sure

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.

Workers' individual goals fall within one of three groups: Innovation, Financial, or Productivity.

Where do you configure the groupings?

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

Answer: A

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 # 49

What task do you configure to use suggested skills?

- A. Edit Tenant Setup - System
- **B. Maintain Skills and Experience Setup**
- C. Edit Tenant Setup - HCM
- D. Configure Optional Fields

Answer: B

Explanation:

* Suggested skills functionality is enabled and configured using the Maintain Skills and Experience Setup task.

* This controls whether Workday will suggest skills to workers based on their profiles and activity.

* Incorrect options:

* Edit Tenant Setup - System and Edit Tenant Setup - HCM# global settings, not skill suggestions.

* Configure Optional Fields# defines visibility of fields but not skill suggestion functionality.

References:

Workday Talent & Performance documentation: "Suggested skills are configured in Maintain Skills and Experience Setup." Pro Talent certification material confirms this task.

NEW QUESTION # 50

What option is available for managing your succession plans?

- A. Allow external candidates and employees to be assigned on succession plans based on related skills.
- B. Add employees to the succession plan from a talent pool.
- C. Add job profiles to succession plans via the Find Workers report.
- **D. Add employees to succession plan via the Find Workers report.**

Answer: D

Explanation:

* In Workday, when managing Succession Plans, you can directly add employees by searching for them in the Find Workers report.

* Incorrect options:

* A. Adding employees from a talent pool is possible for development, but not a delivered method for populating succession plans.

* B. External candidates cannot be directly assigned to succession plans; succession focuses on internal talent.

* C. Job profiles are the object succession plans are created for, not what you add via Find Workers.

References:

Workday Succession Planning Guide: "Use the Find Workers report to identify and add employees to succession plans." Pro Talent & Performance exam materials confirm this process.

NEW QUESTION # 51

You are using a performance review template and a goal is not populating into an employee's review.

What could cause this issue?

- A. The goal was created using the Cascade Goals business process.
- B. The goal has milestones that are not in Complete status.
- **C. The goal due date falls outside the period start and end dates of the template.**
- D. The goal is in Not Started status.

Answer: C

Explanation:

* For a goal to populate into a performance review, its due date must align with the review template's start and end period.

- * If the goal falls outside that timeframe, Workday will not pull it into the review.
- * Other options are not correct:
- * Cascade Goals# does not prevent goals from being included.
- * Milestones not Complete# milestone status does not block goal population.
- * Not Started status# goals can still populate even if not started.

References:

Workday Performance Review setup guide: "Goals populate into reviews if their due dates fall within the template's defined period."
 Workday Pro Talent & Performance exam prep: Goal alignment with template period is required.

NEW QUESTION # 52

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