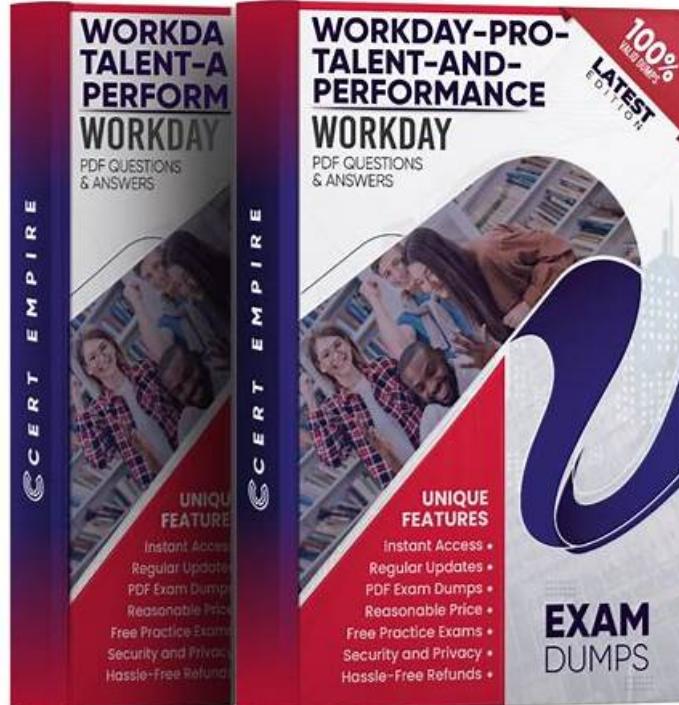


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## Workday Pro Talent and Performance Exam Sample Questions (Q14-Q19):

### NEW QUESTION # 14

What option is available for managing your succession plans?

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

**Answer: A**

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 # 15

Before the performance review event began, workers set their goals. You want to automatically include their goals in the performance review content.

What configuration option do you select on the employee review template?

- A. Allow User to Add Existing Goals Manually
- B. Items Rated
- C. Show Additional Rating to Employee
- D. Load Relevant Goals

**Answer: D**

Explanation:

\* To automatically include goals that workers set before the review began, enable Load Relevant Goals on the employee review template.

\* This ensures the goals tied to the review period are pulled into the content automatically.

\* Incorrect options:

\* Allow User to Add Existing Goals Manually lets employees add goals one by one, not automatic.

\* Show Additional Rating to Employee provides extra rating display, unrelated to loading goals.

\* Items Rated defines what is rated in the review but doesn't auto-load goals.

References:

Workday employee review template configuration.

Workday Pro Talent & Performance exam content: "Load Relevant Goals automatically includes active goals tied to the review period."

### NEW QUESTION # 16

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

**Answer: A**

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.
  - C. Applying 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 # 17

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

### 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 # 18

The HR department wants to gather talent information from their employees and managers.

What business process can they use?

- A. Start Performance Review
- B. **Launch Talent Review**
- C. Complete Manager Evaluation
- D. Launch Calibration

### Answer: B

Explanation:

- \* The Launch Talent Review business process is used by HR and Talent Partners to gather, review, and calibrate employee information from both employees and managers.
- \* It provides a structured way to collect talent-related data (performance, potential, risk of loss, impact of loss, etc.) for workforce planning and succession.

\* Incorrect options:

\* Complete Manager Evaluation# part of performance reviews, not general talent data gathering.

\* Launch Calibration# aligns ratings but does not broadly gather talent information.

\* Start Performance Review# focused on annual/performance evaluations, not holistic talent review.

References:

Workday Talent Review documentation: "Launch Talent Review is the business process to gather talent information from employees and managers."

## NEW QUESTION # 19

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