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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">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 3 | <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 4 | <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 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. |

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

NEW QUESTION # 45

An organization has recently started the talent review process. A manager wants to take action on assigned tasks, while also viewing

the team's current performance ratings and potential assessments.
What report would allow the manager to do so?

- A. My Team's Performance Reviews report
- B. Employee Review Status Summary report
- **C. Talent Review Status Summary report**
- D. Talent Snapshot report

Answer: C

Explanation:

* The Talent Review Status Summary report provides managers with visibility into their team's current performance ratings, potential assessments, and status within the talent review cycle.

* It also allows them to take action on assigned tasks during the process.

* Incorrect options:

* A. Employee Review Status Summary # shows progress of performance reviews, not talent reviews.

* C. My Team's Performance Reviews # focused only on performance review tasks.

* D. Talent Snapshot # shows detailed worker profiles, not task/action tracking in talent reviews.

References:

Workday delivered reporting catalog.

Workday Pro Talent Review training content.

NEW QUESTION # 46

Your annual performance review includes goals, feedback, and responsibilities. Your business process includes these steps:

* Set Review Content

* Get Additional Reviewers

* Assess Potential

* Complete Manager Evaluation

What step will the workflow not use?

- A. Set Review Content
- B. Complete Manager Evaluation
- **C. Assess Potential**
- D. Get Additional Reviewers

Answer: C

Explanation:

* In Workday's annual performance review process, typical default steps are:

* Set Review Content # defines template contents (goals, feedback, responsibilities).

* Get Additional Reviewers # allows adding reviewers.

* Complete Manager Evaluation # manager provides evaluation.

* Assess Potential is not part of the performance review process; it belongs to Talent Review / Succession Planning processes.

* Therefore, the workflow will not use Assess Potential in a performance review.

References:

Workday Performance Review vs. Talent Review process distinction in Pro materials.

Workday configuration: "Assess Potential" is a Talent module step, not part of standard performance review flows.

NEW QUESTION # 47

You want to launch a performance review with calibration. The Talent Administrator would like to verify that all performance reviews are complete before calibration launches.

How do you configure the business process to meet this requirement?

- A. Shared Participation step on the Launch Calibration business process
- B. To Do step on the Complete Manager Evaluation for Performance Review business process
- C. Update Performance Review Rating for Manager Evaluation step on the Complete Manager Evaluation for Performance Review business process
- **D. The Await Calibration Completion service step in the Complete Manager Evaluation for Performance Review business process**

Answer: D

Explanation:

- * When using calibration with performance reviews, Workday requires reviews to be completed first before calibration begins.
- * The correct configuration is to insert the "Await Calibration Completion" service step into the Complete Manager Evaluation for Performance Review business process.
- * This ensures that calibration will not launch until all manager evaluations are complete.
- * Other options:
 - * To Do step# only generates a reminder, not an enforced process dependency.
 - * Shared Participation step on Launch Calibration# configures collaboration for calibration itself, not sequencing.
 - * Update Performance Review Rating step# controls how ratings are updated, not workflow dependencies.

References:

Workday Talent & Performance BP configuration documentation.

Workday Pro study materials: "Use Await Calibration Completion step in Complete Manager Evaluation BP to enforce review completion before calibration."

NEW QUESTION # 48

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 Goal Setup
- C. Maintain Goal Periods
- D. Maintain Employee Review Setup

Answer: A

Explanation:

- * Before creating a review template, you must define the section types available in reviews.
- * Since the template requires two different goal sections (professional and personal), you must configure them as Employee 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 # 49

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 # 50

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