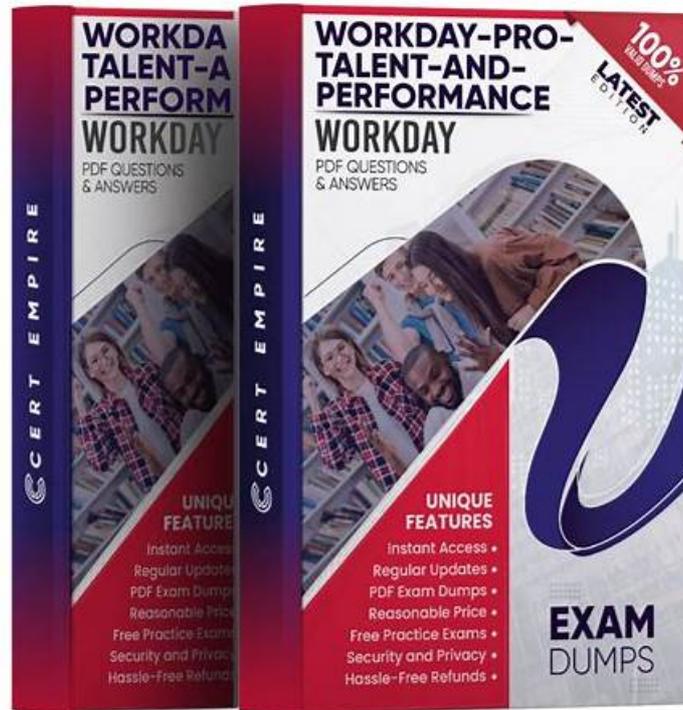


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

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"> 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 3	<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 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 (Q19-Q24):

NEW QUESTION # 19

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 multi-rater reviews, what template sections do you need to configure?

- **A. Feedback**
- B. Competencies
- C. Goals
- D. Questions

Answer: A

Explanation:

- * For multi-rater reviews, the essential template section is Feedback.
- * This allows multiple reviewers to provide input on the employee, ensuring a comprehensive evaluation.
- * Other sections (Competencies, Questions, Goals) may be included but are not required specifically for multi-rater functionality.
- * Without a Feedback section, multi-rater reviews cannot function correctly.

References:

Workday Pro Talent & Performance documentation: "Multi-rater reviews rely on Feedback sections to collect input from additional reviewers." Workday template design best practices for multi-rater reviews.

NEW QUESTION # 20

What task do you configure to use suggested skills?

- A. Edit Tenant Setup - System

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

Answer: D

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 # 21

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. The Await Calibration Completion service step in the Complete Manager Evaluation for Performance Review business process
- D. Update Performance Review Rating for Manager Evaluation step on the Complete Manager Evaluation for Performance Review business process

Answer: C

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 # 22

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

Answer: A

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 # 23

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 Skills
- C. Maintain Skill Vendors
- D. Maintain Skills and Experience Setup

Answer: D

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 # 24

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