

Workday-Pro-Recruiting Valid Exam Pattern 100% Pass | Efficient Workday-Pro-Recruiting Pdf Version: Workday Pro Recruiting Certification

WORKDAY HCM PRO EXAM QUESTIONS AND THEIR 100% REVIEWED SOLUTIONS

prefixes

Search ___ restrict search results to a particular type of Workday object, quickly narrowing down results. For example, the "bp" search prefix restricts search results to business process definitions. To view a report of all search prefixes, enter a question mark (?) in the Search box. Hint: You can also view a list of all prefixes from the global search by selecting View Search Tips.

Exact Match

Use ___ to search for a specific item. Workday returns this first, in addition to any other similar results. Typically, this is used for employee IDs, emails, and phone numbers.

Predictive Search

This functionality provides you best-matched search results with minimal typing. Using the Search box, enter at least three characters to display suggestions. Workday processes each term or character string separately. So, if you enter two terms separated by a space, the system searches for objects containing both terms regardless of whether the terms are next to each other. Note that search suggestions and results are based on your security permissions.

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Workday Workday-Pro-Recruiting Exam Syllabus Topics:

Section	Weight	Objectives
		- Job Application Business Process
Candidate and Application Management	20%	1. Move Candidate and Change Stages 2. Withdraw, Decline, and Rescind Actions 3. Prospect, Candidate, and Pre-Hire Data Model

Security, Reporting, and Compliance	10%	- Compliance Requirements - Recruiting Analytics and Reports • 1. Funnel, Time to Fill, Source of Hire
Job Requisitions	20%	- Recruiting Role-Based Security - Create and Configure Job Requisition Business Process • 1. Hiring Team and Recruiting Instructions • 2. Defaults from Position and Job Profile • 3. Confidential and Evergreen Requisitions
Interviews and Sourcing	15%	- Interview Management • 1. Feedback Collection and Workflow • 2. Interview Team Setup - Skills Cloud and Sourcing • 1. Search & Match and Match Score • 2. Recommended Candidates - Internal and External Career Sites
Career Sites and Candidate Pools	15%	• 1. Static and Dynamic Candidate Pools • 2. Career Site Pools • 3. Job Postings and Board Integrations - Offer Business Process
Offers and Hiring Processes	20%	• 1. Edit, Rescind, and Extend Offers • 2. Offer Letter Generation (BIRT / Cloud Connect) • 3. Background Check Integrations

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Workday Pro Recruiting Certification Sample Questions (Q12-Q17):

NEW QUESTION # 12

A hiring manager notices that when a candidate enters the Offer stage, Workday does not consistently generate an offer letter. What is the most likely explanation for this inconsistency?

- A. The Offer subprocess does not include a Review Document step.
- B. A condition rule on the Generate Document step within the subprocess is not consistently met.
- C. A condition rule on the Offer Decision step within the subprocess is not consistently met.
- D. The Offer subprocess does not include the Request One-Time Payment Offer/Employment Agreement step.

Answer: B

Explanation:

The offer letter is created by the Generate Document step. If the letter is generated for some candidates but not others, the most direct explanation is that a condition rule on that step evaluates differently according to the candidate, requisition, organization,

country, or other transaction data.

A condition on Offer Decision could affect whether a decision step executes, but it does not directly explain inconsistent document generation when candidates enter Offer. Request One-Time Payment is relevant only when the offer includes a one-time payment; it is not a prerequisite for producing every offer letter. Review Documents occurs after a document is available and controls review or presentation, not initial generation.

An administrator should inspect the Generate Document step's entry condition, document rule, and template eligibility. A false condition causes Workday to skip the step, producing the observed inconsistency. The document configuration should also be tested against representative candidate and requisition populations to confirm that the intended template and condition are valid. Study Guide reference: Define Recruiting Business Processes - Offer, Generate Document, Entry Conditions, Document Rules, and Offer Templates . Workday's official Recruiting materials identify configurable offer workflows and document generation as connected elements of offer management. Workday Recruiting datasheet

NEW QUESTION # 13

Refer to the following scenario to answer the question below.

You need to update the Offer business process to accommodate new requirements from the recruiting team.

They would like candidates who accept the offer document to automatically move into the Ready for Hire stage. They also want to be able to complete both the Initiation and Propose Compensation Offer/Employment Agreement processes simultaneously.

What task allows initiating and entering the compensation, one-time payments, and stock all at the same time?

- **A. Configure Consolidated Template**
- B. Configure Optional Fields
- C. Edit Business Process Security Policy
- D. Maintain Step Conditions

Answer: A

Explanation:

Configure Consolidated Template provides the combined interface needed to initiate the offer or employment-agreement activity while entering the associated compensation components in one coordinated experience. The template can consolidate base compensation, one-time payments, and stock information that would otherwise require separate initiation and proposal activities. Configure Optional Fields determines which additional fields appear or are required, but it does not combine separate business-process activities. Editing the business-process security policy controls which security groups may initiate or participate in the process. Maintain Step Conditions determines whether a configured step executes. Neither task creates a consolidated compensation-entry experience.

The requirement explicitly states that Initiation and Propose Compensation Offer/Employment Agreement must be completed simultaneously. This points to configuration of the consolidated template rather than routing, security, or conditional execution. Consolidation reduces duplicate entry and ensures that compensation-related offer data is captured within a consistent transaction context. It also supports Workday Recruiting's integrated connection between candidate offers and compensation. Study Guide reference:

Define Recruiting Business Processes - Offer and Employment Agreement, Consolidated Templates, Propose Compensation, One-Time Payments, and Stock . Workday describes offer management as combining configurable workflows with a seamless connection to compensation. Workday Recruiting datasheet

NEW QUESTION # 14

You need to hide the Spotlight Job checkbox from managers when they create a job requisition.

How do you accomplish this?

- **A. Configure Optional Fields**
- B. Domain Security
- C. Workday Extend
- D. Edit Job Requisition

Answer: A

Explanation:

Configure Optional Fields controls whether supported fields appear in specific Workday business-process and task interfaces. The Spotlight Job checkbox can therefore be hidden from managers during job-requisition creation by configuring the relevant optional-field presentation.

Domain security controls access to secured data and actions, but it is not the appropriate mechanism for selectively suppressing a

supported field on the requisition interface. Edit Job Requisition changes a particular requisition after creation rather than controlling field visibility across future transactions. Workday Extend is intended for building extensions and is unnecessary for a delivered field that Workday already exposes through optional-field configuration.

Field visibility should be managed through the delivered configuration mechanism whenever available. This produces consistent behavior, avoids unnecessary custom development, and preserves the underlying field for other authorized processes or populations. Administrators should confirm the configuration in the applicable job-requisition initiation context and test with a manager account because field presentation can depend on transaction type and role. Study Guide reference: Configure Requisitions and Their Components - Configure Optional Fields, Job Requisition Creation, Spotlight Jobs, and Manager Experience .

Workday identifies mobile and configurable job-requisition creation as part of its integrated Recruiting experience. Workday Talent Acquisition

NEW QUESTION # 15

Your company opened an ice cream shop with position management as the staffing model. You created the original job requisition for eight positions, but now realize you need five more positions.

How do you update the system to meet this requirement?

- A. Change the staffing model to job management.
- B. Add an Additional Data step to the Job Requisition business process.
- C. Hire more than one worker in each position.
- D. Edit the original job requisition and change the number of openings to thirteen.

Answer: D

Explanation:

Under position management, each worker occupies a distinct position. If the approved hiring requirement increases from eight to thirteen, the existing job requisition should be edited so that the number of openings equals thirteen .

Changing the staffing model to job management would be a fundamental organizational-design change and is neither necessary nor appropriate for increasing the number of openings. Hiring multiple workers into one position conflicts with the one-worker-per-position structure of position management. An Additional Data step can capture supplemental information but does not increase the requisition's authorized openings.

Editing the original requisition retains a single hiring record for the same staffing requirement while increasing its capacity by five positions. The transaction remains subject to the configured Job Requisition business process, including any approvals required when the number of openings changes. Administrators should also confirm that the necessary positions exist or are created through the applicable staffing configuration and that budget or headcount controls support the increase. Study Guide reference: Configure Requisitions and Their Components - Position Management, Number of Openings, Editing Job Requisitions, Position Capacity, and Approval Routing . Workday identifies job-requisition creation, management, and fulfillment as integrated Recruiting and HCM functions. Workday Recruiting datasheet

NEW QUESTION # 16

Due to budget requirements, you do not want to post or fill a job requisition until the first of the following month.

How do you configure this on the job requisition?

- A. Enter the first day of the following month in the Recruiting Start Date field.
- B. On the job requisition, enter "Do not post nor fill until the first of the month" in the Recruiting Instruction field.
- C. Enter the first day of the following month in the Target End Date field.
- D. Enter the first day of the following month in the Target Hire Date field.

Answer: A

Explanation:

The Recruiting Start Date establishes when recruiting activity for the requisition is intended to begin.

Setting it to the first day of the following month aligns the requisition with the budget restriction and prevents recruiting activity from beginning before the authorized date.

Target End Date represents the anticipated end of recruiting and does not delay its commencement. Target Hire Date indicates when the selected candidate is expected to be hired; it does not control when the requisition can begin recruiting or be posted. A Recruiting Instruction is informational text. Entering a restriction there depends on users reading and manually following it and does not provide the structured date control required by the scenario.

The Recruiting Start Date should be used with the organization's posting and business-process configuration.

Administrators should confirm whether condition rules, approvals, or scheduled posting integrations reference that date. The field

provides a reportable and enforceable value, whereas free-text instructions do not. Study Guide reference: Configure Requisitions and Their Components - Recruiting Start Date, Target Hire Date, Target End Date, Posting Controls, and Requisition Timing . Workday identifies job-requisition creation, management, and fulfillment as integrated Recruiting activities. Workday Recruiting datasheet

NEW QUESTION # 17

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