

Workday Interactive Workday-Pro-HCM-Core EBook: Workday Pro HCM Core Certification Exam - FreePdfDump Bring you The Best Products



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Workday Workday-Pro-HCM-Core Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">Business Process Framework: This section of the exam measures the skills of Business Process Designers and focuses on how organizations, security, and processes interact. It includes identifying rule-based and organization-specific process definitions and understanding key business process concepts such as events, steps, and types.
Topic 2	<ul style="list-style-type: none">Staffing Models: This section of the exam measures the skills of Workday Functional Consultants and focuses on understanding staffing models used in Workday. It includes identifying the characteristics of position management and job management models, setting position restrictions, and applying them when creating positions. Candidates must understand how staffing models support workforce planning and organizational efficiency.
Topic 3	<ul style="list-style-type: none">Prompting: This section of the exam measures the skills of Report Designers and focuses on configuring prompts in report definitions. It involves identifying built-in prompts and optimizing their use to create interactive reports.

Topic 4	<ul style="list-style-type: none"> Navigation, Finding Data, and Business Objects: This section of the exam measures the skills of Workday HCM Analysts and focuses on navigating the Workday interface efficiently, finding relevant data, and understanding how business objects function. Candidates are tested on their ability to apply navigation techniques, recognize the structure and purpose of Workday business objects, and link them to organizational data management processes.
Topic 5	<ul style="list-style-type: none"> Jobs and Positions: This section of the exam measures the skills of HR Operations Specialists and focuses on managing positions and employee life cycle processes. It includes creating positions, applying hiring restrictions, performing job changes, managing staffing movements, and handling employee terminations. The section also covers contingent worker management and contract administration.
Topic 6	<ul style="list-style-type: none"> Business Process Configuration: Step-Level: This section of the exam measures the skills of Business Process Developers and focuses on customizing workflows. It includes creating condition rules, configuring advanced routing, customizing notifications, and adding help text to enhance user experience and control workflow behavior.
Topic 7	<ul style="list-style-type: none"> Building Custom Reports: This section of the exam measures the skills of Workday Data Analysts and involves creating custom reports using standard or indexed data sources. It includes adding business object fields, enabling web services, and building reports that support decision-making.
Topic 8	<ul style="list-style-type: none"> Business Process Security: This section of the exam measures the skills of System Security Analysts and focuses on how business process security interacts with overall configurable security in Workday. Candidates ensure secure process execution through appropriate role and domain control.
Topic 9	<ul style="list-style-type: none"> Business Process Management: This section of the exam measures the skills of HRIS Administrators and covers managing both mass and individual business processes. It emphasizes handling multiple workflow tasks efficiently and ensuring accuracy in execution.
Topic 10	<ul style="list-style-type: none"> Business Process Steps: This section of the exam measures the skills of Workday Implementation Consultants and focuses on executing tasks, approvals, and subprocesses within business workflows. Candidates demonstrate managing approvals and maintaining approval chains for accurate process tracking.
Topic 11	<ul style="list-style-type: none"> Sorting and Filtering: This section of the exam measures the skills of Workday Report Developers and focuses on improving data presentation. Candidates are evaluated on their ability to apply effective sorting, filtering, and logic-building techniques to generate accurate results.
Topic 12	<ul style="list-style-type: none"> Scheduling Reports: This section of the exam measures the skills of Report Administrators and covers running, scheduling, and configuring reports with dynamic criteria. It emphasizes automation and time-based execution for reporting efficiency.
Topic 13	<ul style="list-style-type: none"> Business Process Configuration: Definition-Level: This section of the exam measures the skills of Workflow Configuration Specialists and focuses on defining and validating business process steps. Candidates apply validation conditions, set process rules, and order steps efficiently to improve workflow accuracy.

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Workday Pro HCM Core Certification Exam Sample Questions (Q51-Q56):

NEW QUESTION # 51

When hiring a worker, you want the HR Partner to receive a task to review and update the company and cost center assigned to the new hire. What action do you add to the Hire business process to accomplish this?

- A. Edit Workday Account
- **B. Change Organization Assignments**
- C. Onboarding Setup
- D. Review Employee Hire

Answer: B

Explanation:

To ensure the HR Partner reviews and updates a new hire's Company and Cost Center, you add the **Change Organization Assignments** action step to the **Hire** business process.

This action allows the HR Partner (or assigned role) to validate and modify organizational assignments, such as Company, Cost Center, Region, or Location, before the **Hire** event is finalized. It is typically positioned after the **Review Employee Hire** step to confirm that all organization-level data aligns with the new worker's role and supervisory org defaults.

Option A (**Review Employee Hire**) is a completion-type review step and does not update organization data.

Option B (**Onboarding Setup**) prepares onboarding tasks, not organizational details.

Option C (**Edit Workday Account**) deals with account credentials and system access.

Thus, **Change Organization Assignments** is the correct step for updating or confirming company and cost center information during the hiring process.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Adding and Configuring Organization Assignment Steps in Staffing BPs."

NEW QUESTION # 52

What statement describes business process notification functionality?

- A. You can only select one status as the notification trigger.
- **B. You can use text and fields in the body of the notification message.**
- C. You can create your own notification triggers.
- D. You can only send custom notifications to internal employees.

Answer: B

Explanation:

Workday's Business Process Notification functionality enables administrators to configure custom notifications that are automatically sent to users when specific BP events occur. The correct statement is that you can use text and fields in the body of the notification message (Option B).

Notification templates support the insertion of business process fields, allowing dynamic content such as worker names, event types, or effective dates to be automatically populated in the message. This helps personalize communications and provide clear, actionable context.

Option A is incorrect because notifications can be sent to both internal users and external participants (such as vendors or contingent workers) if appropriately configured.

Option C is incorrect - you can configure multiple status triggers (e.g., In Progress, Denied, Completed).

Option D is incorrect since notification triggers are predefined by Workday, and while you can configure their messages and recipients, you cannot create entirely new trigger types.

Therefore, the main strength of this feature lies in its customizable content, dynamic field integration, and multi-status trigger support.

Reference (Paraphrased Source):

Workday Pro HCM Core - Business Process Configuration Guide (2023R2), Section: "Business Process Notifications," and "Custom Message Configuration."

NEW QUESTION # 53

Your client wants to select a staffing model that will allow them to track the time to fill a position.

What staffing model should they use?

- A. A hybrid staffing model
- B. Customer-defined staffing model
- C. Job Management
- **D. Position Management**

Answer: D

Explanation:

The correct answer is C - Position Management.

In Workday, Position Management is the staffing model used when an organization needs to track headcount, vacancies, and time-to-fill for each position individually. Each position represents a distinct job slot that must be filled by a worker, providing clear visibility into when a position is open, filled, or closed.

This model is ideal for organizations that require detailed tracking of resource allocation, workforce planning, and recruiting metrics such as "time to fill". Because each position must exist before a hire can occur, Workday automatically records the date the position is opened and the date it is filled, allowing accurate reporting on recruitment cycle times.

In contrast, Job Management groups workers under jobs rather than individual positions and does not provide vacancy-level tracking, making it unsuitable for time-to-fill analysis.

Reference: Workday Pro HCM - Staffing Models and Position Management Guide, "Comparing Position Management and Job Management Models."

NEW QUESTION # 54

A customer creates a new supervisory organization to inherit attributes from an existing supervisory organization. Which attributes will be inherited from the superior organization to the subordinate organization? (Select three correct answers.)

- **A. Organization Assignments**
- **B. Staffing Model**
- C. Name
- D. Subtype
- **E. Visibility**

Answer: A,B,E

Explanation:

Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Configuration Guide 2023R2):

When creating a new supervisory organization, Workday allows the subordinate organization to inherit key structural and configuration attributes from its superior organization. These inherited elements include:

- * **Visibility (A):** Determines who can view the organization and its members, inherited to maintain consistent access control.
- * **Organization Assignments (B):** Such as company, cost center, region, and custom organizations, ensuring hierarchical alignment.
- * **Staffing Model (D):** The staffing model (Position Management or Job Management) is inherited to ensure consistency in hiring and staffing control.

Subtype (C) and Name (E) are not inherited; they must be defined at the time of creation. Subtype determines the organization's classification, while the name uniquely identifies it.

Reference (Paraphrased Source):

Workday Pro HCM Core - Organizations and Hierarchy Configuration Guide (2023R2), Section: "Creating Subordinate Supervisory Organizations."

"Subordinate supervisory organizations inherit configuration from their superior supervisory organization, including attributes such as the staffing model, organization assignments, and visibility settings. This ensures consistency and reduces administrative overhead."

- Workday Module 2 Binder, Supervisory Organizations Section

NEW QUESTION # 55

What must your client do before they can start hiring within a position management staffing model supervisory organization?

- A. Set hiring restrictions on the supervisory organization.
- **B. Have an open, approved position.**
- C. Use the Edit Staffing Model task to select the staffing model.
- D. Have at least one member hired into the supervisory organization.

Answer: B

Explanation:

<div The correct answer is B - Have an open, approved position.

In Workday's Position Management staffing model, each hire is tied to a specific position. Before a worker can be hired, a position must exist, be opened, and be approved through the appropriate business process.

Once a position is approved, it becomes available for the Hire or Add Job process. Without an approved position, no worker can be assigned under that supervisory organization. The position serves as the structural foundation for tracking headcount, job details, and time-to-fill metrics.

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<div OptionDis incorrect because a hire cannot occur until after a position exists.

Reference:Workday Pro HCM -Staffing Models and Hiring Processes, "Position Management Model - Creating and Approving Positions."

NEW QUESTION # 56

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