



Topic 2	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>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.</li> </ul>

## Workday Pro Talent and Performance Exam Sample Questions (Q20-Q25):

### NEW QUESTION # 20

For additional managers to participate in an employee's performance review, the employee's direct manager receives the Additional Manager task in their Inbox. They enter the employee's matrix manager, former manager, and a manager who works closely with the employee.

When they submit the task, an error displays. Why did the error occur?

- A. Additional managers cannot receive a review that includes a Feedback section.
- B. You can only select up to two additional managers.
- C. Additional managers can only receive a review that includes a Competencies section.
- D. You can only select additional managers who are members of the Manager security group.

**Answer: C**

Explanation:

\* For Additional Managers to evaluate, the template must include a Competencies section.

\* If a review lacks competencies, additional managers cannot complete evaluations, and the system throws an error.

\* Incorrect options:

\* A. Feedback section # does not block additional managers.

\* B. Manager security group # any nominated reviewer with correct access can be added; not restricted only to security group membership.

\* D. Up to two additional managers # there is no hard limit of two; multiple can be assigned.

References:

Workday template setup documentation: Additional Manager Evaluation requires competencies.

Workday Pro certification prep: "Additional managers must evaluate competencies; otherwise, an error displays."

### NEW QUESTION # 21

A manager wants to request feedback about a worker.

They select a locked feedback template to initially populate questions. What can the manager do?

- A. The manager may add additional new questions.
- B. The manager may add a question from a bank of previously written questions.
- C. The manager may edit the defaulted questions to better meet their requirements.
- D. The manager may only use the default questions.

**Answer: D**

Explanation:

\* Feedback templates in Workday can be delivered as locked or editable.

- \* Locked feedback template ensures consistency across the organization, meaning the manager cannot add, edit, or delete questions.
- \* Only the default questions included in the template may be used.
- \* Options A, C, and D would apply if the template were editable, but they are not possible in a locked template.

References:

Workday Feedback configuration documentation.

Workday Pro Talent & Performance certification study material: "Locked templates prevent managers from adding or editing questions. Only the delivered questions are used."

## NEW QUESTION # 22

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

**Answer: A**

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 # 23

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. Get Additional Reviewers
- D. Assess Potential

**Answer: D**

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 # 24

A manager starts the Assess My Team's Potential task.

What option allows them to suggest workers for a job profile and if enabled tracking potential successors for a succession plan?

- A. Retention
- B. Achievable Level
- C. **Nominations**
- D. Review Rating

**Answer: C**

Explanation:

\* In the Assess My Team's Potential task, managers can make Nominations:

\* Suggest workers for specific job profiles.

\* Track potential successors for succession plans (if enabled).

\* Incorrect options:

\* A. Achievable Level # indicates ceiling level, not succession tracking.

\* B. Retention # measures likelihood of leaving, unrelated to succession nominations.

\* C. Review Rating # performance measure, not tied to suggesting successors.

References:

Workday Talent & Succession Guide: "Nominations in Assess My Team's Potential allow managers to suggest successors and link to succession plans."

## NEW QUESTION # 25

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