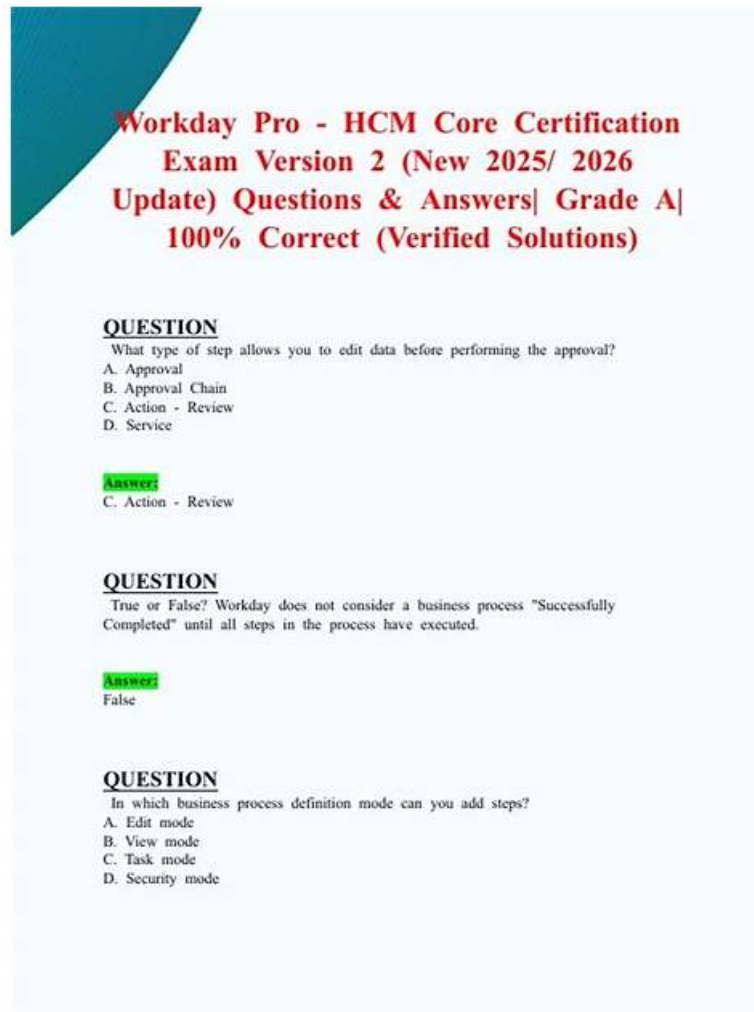


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QUESTION
What type of step allows you to edit data before performing the approval?
A. Approval
B. Approval Chain
C. Action - Review
D. Service

Answer:
C. Action - Review

QUESTION
True or False? Workday does not consider a business process "Successfully Completed" until all steps in the process have executed.

Answer:
False

QUESTION
In which business process definition mode can you add steps?
A. Edit mode
B. View mode
C. Task mode
D. Security mode

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Workday Pro Talent and Performance Exam Sample Questions (Q13-Q18):

NEW QUESTION # 13

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. To Do step on the Complete Manager Evaluation for Performance Review business process
- B. Shared Participation step on the Launch Calibration 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 # 14

Your performance review template has three sections, in addition to an Overall section. The template uses item averaging to calculate an overall rating.

Managers will enter ratings for multiple items in each of the first three sections.

What is the expected behavior when Workday calculates the overall rating?

- A. The calculation includes assigned weightings for each item and each section.
- **B. The calculation includes an equal weight to each item rated.**
- C. The calculation includes assigned weightings for each section.
- D. The calculation includes assigned weightings for each item.

Answer: B

Explanation:

- * When a performance review template uses Item Averaging:
 - * Workday calculates the average rating across all rated items within the sections.
 - * Each item carries equal weight, regardless of section or item weighting.
 - * If weighting was required, you would instead use Weighted Average, which allows assigning weights to items and/or sections.
 - * Therefore, item averaging = equal weight for each item.

References:

Workday Performance Review configuration: Item Averaging vs. Weighted Averaging.

Workday Pro Talent & Performance exam guide: "Item averaging gives equal weight to all items across sections."

NEW QUESTION # 15

You want to create a talent pool that automatically updates its members based on criteria. You also want those in the Manager role to only have permissions to the members of their organization.

What type of talent pool do you create?

- A. Restricted Static Talent Pool
- B. Open Static Talent Pool
- C. Open Dynamic Talent Pool
- **D. Restricted Dynamic Talent Pool**

Answer: D

Explanation:

* ADynamic Talent Pool automatically updates membership based on the results of a saved search.

* Making it Restricted ensures that access is limited-so only Managers have visibility/permissions to the members of their supervisory organization.

* Incorrect options:

* Open Dynamic# open visibility, not restricted by role.

* Open Static# membership is manual, not automatic, and visibility is open.

* Restricted Static# membership is manual, not dynamic.

References:

Workday Talent Pool documentation: "Restricted Dynamic Talent Pools allow managers to see only their organizational members with dynamic updates."

NEW QUESTION # 16

What functionality prevents managers from having visibility to peer-to-peer feedback?

- A. Anonymity
- B. Confidential Feedback
- C. Feedback Badges
- **D. Private Feedback**

Answer: D

Explanation:

* Private Feedback ensures that only the feedback recipient can see the comments.

* This means managers have no visibility to peer-to-peer private feedback.

* Other options:

* Confidential Feedback# visible to both the worker and their manager.

* Feedback Badges# recognition icons, not a visibility control.

* Anonymity# hides the feedback giver's name but does not control manager visibility.

References:

Workday Talent & Performance documentation: Private vs. Confidential feedback visibility.

NEW QUESTION # 17

Refer to the following scenario to answer the question below.



Configure Organization Goals

Organization Alignment
 Organization Goal Allows Organization Alignment Through Hierarchy
 Default Organization Goal to Private
 Enable Percent Complete
 Allow Automatic Calculation of Percent Complete

Configure Goals In Reviews

Link Goals Associated with In Progress Reviews
 Allow Deletion of Goals Associated with Reviews
 Allow Ordering of Goals in Reviews

An enterprise creates organizational goals that include the following criteria:

- * The organizational goals span five years.
- * Workers can align their individual goals with the organizational goals.
- * Workers must provide a description for each individual goal.
- * Each individual goal must fall within one of three groupings.

The current five-year timeframe for organizational goals is ending and you want to create new organizational goals.

What task do you use to create the next five-year cycle?

- A. Maintain Goal Payout Bands
- **B. Maintain Goal Periods**
- C. Maintain Goal Completion Statuses
- D. Maintain Goal Categories

Answer: B

Explanation:

- * Organizational goals are tied to goal periods, which define the timeframe (e.g., annual, multi-year, or in this case, a five-year cycle).
- * When the current five-year period ends, you must create a new goal period in order to define the next cycle of organizational goals.
- * The other tasks do not apply here:
 - * Maintain Goal Categories# defines groupings such as Innovation, Financial, Productivity, but does not manage timeframes.
 - * Maintain Goal Payout Bands# used for goal-linked compensation or incentive payouts.
 - * Maintain Goal Completion Statuses# manages status labels such as "Not Started, In Progress, Complete," not periods.

Therefore, to establish the next five-year organizational goal cycle, you use the Maintain Goal Period task.

References:

Workday Talent & Performance configuration documentation: "Maintain Goal Periods allows organizations to define new cycles (e.g., annual or multi-year) for organizational and individual goals." Workday Pro Talent & Performance certification material: "Organizational goal cycles are created and managed via Maintain Goal Periods."

NEW QUESTION # 18

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