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

Topic	Details
Topic 1	<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 2	<ul style="list-style-type: none"> <li>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.</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>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>
Topic 5	<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>

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## Workday Pro Talent and Performance Exam Sample Questions (Q46-Q51):

### NEW QUESTION # 46

You are using a performance review template and a goal is not populating into an employee's review. What could cause this issue?

- A. The goal due date falls outside the period start and end dates of the template.
- B. The goal was created using the Cascade Goals business process.
- C. The goal is in Not Started status.
- D. The goal has milestones that are not in Complete status.

**Answer: A**

Explanation:

- \* For a goal to populate into a performance review, its due date must align with the review template's start and end period.
- \* If the goal falls outside that timeframe, Workday will not pull it into the review.
- \* Other options are not correct:
- \* Cascade Goals# does not prevent goals from being included.
- \* Milestones not Complete# milestone status does not block goal population.
- \* Not Started status# goals can still populate even if not started.

References:

Workday Performance Review setup guide: "Goals populate into reviews if their due dates fall within the template's defined period."  
Workday Pro Talent & Performance exam prep: Goal alignment with template period is required.

#### NEW QUESTION # 47

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. Update Performance Review Rating for Manager Evaluation step on the Complete Manager Evaluation for Performance Review business process
- C. Shared Participation step on the Launch Calibration 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 # 48

An enterprise uses only the job management staffing model.

What option groups workers for succession purposes?

- A. Candidate Pools
- B. Succession Plans
- **C. Succession Pools**
- D. Development Plan

**Answer: C**

Explanation:

- \* Even when using a job management staffing model, organizations use Succession Pools to group workers for succession planning.
- \* Pools identify workers with potential to step into key roles in the future.
- \* Incorrect options:
- \* A. Development Plan# defines individual growth steps, not succession grouping.
- \* B. Candidate Pools# used in recruiting, not succession.
- \* C. Succession Plans# tied to specific positions or job profiles, not used for general grouping in job management models.

References:

Workday Succession Planning guide: "Succession Pools are used to group workers in job management staffing models."

#### NEW QUESTION # 49

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 Skills and Experience Setup
- B. Maintain Skills
- C. Maintain Skill Vendors
- D. Maintain Skill Item Categories

**Answer: A**

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 # 50

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

**Answer: B**

Explanation:

- \* A Dynamic 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 # 51

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