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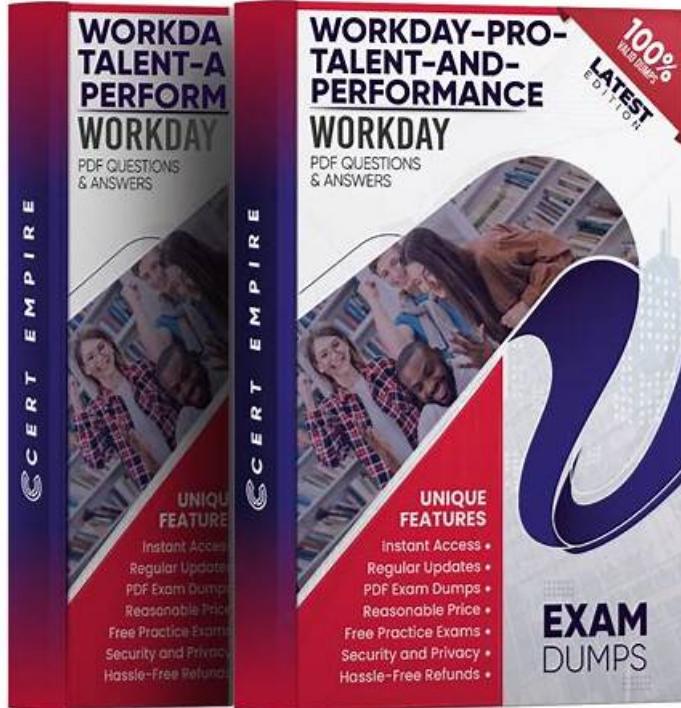
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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	• 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.
Topic 2	• 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.
Topic 3	• 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.

Topic 4	• 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.
Topic 5	• 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.

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Workday Pro Talent and Performance Exam Sample Questions (Q39-Q44):

NEW QUESTION # 39
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.
For the annual review, you need a new review template. This template must contain sections for both professional and personal goals.
What task do you need to configure before you can create the new template?

- A. Maintain Goal Periods
- B. Maintain Employee Review Setup
- C. Maintain Employee Review Section Types
- D. Maintain Goal Setup

Answer: C

Explanation:
* Before creating a review template, you must define the section types available in reviews.
* Since the template requires two different goal sections (professional and personal), you must configure them as Employee Review Section Types.
* Incorrect options:
* A. Maintain Goal Periods # defines timeframes, not template sections.
* C. Maintain Goal Setup # configures goal rules, not review template sections.
* D. Maintain Employee Review Setup # overall setup but does not define section types.
References:
Workday Employee Review Template admin documentation.
Workday Pro exam study guide: "Use Maintain Employee Review Section Types to enable multiple goal sections in review templates."

NEW QUESTION # 40
An organization has recently started the talent review process. A manager wants to take action on assigned tasks, while also viewing the team's current performance ratings and potential assessments.

What report would allow the manager to do so?

- A. Employee Review Status Summary report
- B. My Team's Performance Reviews report
- C. Talent Review Status Summary report
- D. Talent Snapshot report

Answer: C

Explanation:
* TheTalent Review Status Summary reportprovides managers with visibility into their team's currentperformance ratings, potential assessments, and status within the talent review cycle.
* It also allows them to take action on assigned tasks during the process.
* Incorrect options:
* A. Employee Review Status Summary # shows progress of performance reviews, not talent reviews.
* C. My Team's Performance Reviews # focused only on performance review tasks.
* D. Talent Snapshot # shows detailed worker profiles, not task/action tracking in talent reviews.
References:
Workday delivered reporting catalog.
Workday Pro Talent Review training content.

NEW QUESTION # 41
You are assigning competencies to objects in Workday.
When Workday defines the target proficiency level for a worker, what source takes precedence?

- A. Management Level
- B. Job Profile
- C. Job Family
- D. Position

Answer: D

Explanation:
* Competencies can be assigned to multiple objects: job profiles, job families, positions, or management levels.
* When determining a worker'starget proficiency level,Positiontakes precedence over all other sources.
* Order of precedence:Position > Job Profile > Job Family > Management Level.
* This allows organizations to define competencies at higher levels (family, profile) but override them at the position level if necessary.
References:
Workday Talent & Performance competency framework documentation.
Workday Pro training guide:"Position overrides job profile, job family, and management level when determining a worker's target proficiency level."

NEW QUESTION # 42
You want to ensure consistency when reporting responses on specific feedback templates.
What functionality prevents workers from changing questions on a feedback template?

- A. Template Type
- B. Question Tags
- C. Condition Rules
- D. Lock Template

Answer: D

Explanation:
* To ensure consistent reporting, feedback templates can be set asLocked.
* ALocked Feedback Templateprevents managers or workers from modifying the questions-no additions, edits, or deletions are allowed.
* Other options are not correct:

* Condition Rules# used for dynamic behavior and field visibility, not for locking questions.
* Template Type# defines type (e.g., Feedback vs. Review), not question editability.
* Question Tags# used for categorization and reporting but do not prevent changes.
References:
Workday Talent & Performance configuration material: "Lock Template prevents edits to template questions." Workday Pro certification study content on feedback management.

NEW QUESTION # 43

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. Layout Override
* C. Review Type
* D. Period Start Date/Period End Date

Answer: A

Explanation:
* TheApplies Tofield 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 tonew hires after 90 days, you configure theApplies Tocriteria 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 # 44

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