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Workday Workday-Pro-Recruiting Exam Syllabus Topics:

Section	Weight	Objectives
		- Internal and External Career Sites
Topic 1: Career Sites and Candidate Pools	15%	1. Job Postings and Board Integrations 2. Static and Dynamic Candidate Pools 3. Career Site Pools
		- Job Application Business Process
Topic 2: Candidate and Application Management	20%	1. Move Candidate and Change Stages 2. Prospect, Candidate, and Pre-Hire Data Model 3. Withdraw, Decline, and Rescind Actions
		- Skills Cloud and Sourcing
		1. Search & Match and Match Score 2. Recommended Candidates
Topic 3: Interviews and Sourcing	15%	- Interview Management 1. Feedback Collection and Workflow 2. Interview Team Setup

Topic 4: Security, Reporting, and Compliance	10%	- Recruiting Role-Based Security - Recruiting Analytics and Reports • 1. Funnel, Time to Fill, Source of Hire
Topic 5: Job Requisitions	20%	- Compliance Requirements - Create and Configure Job Requisition Business Process • 1. Defaults from Position and Job Profile • 2. Confidential and Evergreen Requisitions • 3. Hiring Team and Recruiting Instructions - Offer Business Process
Topic 6: Offers and Hiring Processes	20%	• 1. Offer Letter Generation (BIRT / Cloud Connect) • 2. Background Check Integrations • 3. Edit, Rescind, and Extend Offers

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Workday Pro Recruiting Certification Sample Questions (Q43-Q48):

NEW QUESTION # 43

To which two business processes can you add the Supplementary Questionnaires for Job Requisition subprocess?

- **A. The Evergreen Requisition and the Job Requisition business processes.**
- B. The Job Requisition and the Review Candidate business processes.
- C. The Evergreen Requisition and the Ready for Hire business processes.
- D. The Offer and the Employment Agreement business processes.

Answer: A

Explanation:

The Supplementary Questionnaires for Job Requisition subprocess can be added to both the Evergreen Requisition and Job Requisition business processes. These are the requisition-creation and maintenance contexts in which the organization may need to collect additional structured information about recruiting demand.

Offer and Employment Agreement are candidate-specific processes concerned with employment terms and documents, not requisition-level questionnaires. Review Candidate evaluates a candidate or application and does not configure requisition data. Ready for Hire is a final candidate-stage subprocess and is likewise outside the requisition-creation context.

Supplementary questionnaires allow an organization to capture information not contained in standard requisition fields. Responses can support approvals, reporting, regulatory requirements, or operational decisions. Because both standard and evergreen requisitions represent recruiting demand, the subprocess is supported in both definitions. Administrators should configure the questionnaire, establish its eligibility conditions, add the subprocess at the appropriate point, and route it to the correct participant. Study Guide reference: Define Recruiting Business Processes - Supplementary Questionnaires for Job Requisition, Job Requisition, Evergreen Requisition, Routing, and Questionnaire Conditions . Workday describes job- requisition creation and evergreen pipeline management as integrated parts of Recruiting. Workday Talent Acquisition

NEW QUESTION # 44

Your company needs to solicit personal information from candidates after they speak with a recruiter during an informal interview. What business process definition do you configure to meet this requirement?

- A. Personal Information Change
- **B. Screen**
- C. Job Application
- D. Job Requisition

Answer: B

Explanation:

The informal conversation with a recruiter is represented by the Screen subprocess. To request personal information after that interaction, the administrator configures the applicable step within the Screen business process definition. This ties the request directly to completion of the screening activity and ensures that only candidates who reach that point receive it.

Job Application is the parent process that controls movement between recruiting stages. Although it invokes Screen, placing the post-conversation activity in Screen provides the required timing and stage context. Job Requisition governs the creation and approval of hiring demand, not candidate interaction. Personal Information Change is used for maintaining personal data in a worker-oriented context and is not the appropriate recruiting subprocess for a candidate who has just completed an informal screen.

The configuration can include routing, conditions, questionnaires, or other candidate-facing steps as appropriate. If different screening types exist, step label overrides and rule-based definitions can further distinguish the applicable flow. The essential design principle is to configure an activity in the subprocess representing the event after which it must occur. Study Guide reference: Define Recruiting Business Processes - Screen Subprocess, Candidate Information Requests, Job Application Stages, and Post- Screen Actions . Workday Recruiting datasheet

NEW QUESTION # 45

Which stage allows integration with Google Calendar and Outlook 365?

- A. Employment Agreement
- B. Background Check
- **C. Interview**
- D. Screen

Answer: C

Explanation:

The Interview stage supports calendar integration because it contains formal interview-scheduling activities involving candidates, interviewers, dates, times, and meeting availability. Google Calendar and Outlook 365 integrations can coordinate interview events with enterprise calendars and reduce manual scheduling work.

Screen can include an informal phone screen or candidate self-scheduling event, but the delivered stage associated with formal calendar-integrated interview scheduling is Interview. Background Check concerns candidate verification through internal or external screening services. Employment Agreement concerns contractual documents and acceptance. Neither requires interview-team calendar coordination.

Within Interview, recruiters can create interview teams, schedule or reschedule meetings, and distribute calendar invitations according to the configured integration. Calendar synchronization helps prevent conflicts and ensures interviewers and candidates receive consistent event information. The integration still depends on tenant setup, authentication, and supported calendar configuration; selecting Interview as a stage does not by itself complete the technical integration. Study Guide reference: Define Recruiting Business Processes - Interview Stage, Interview Scheduling, Interview Teams, Calendar Integration, Google Calendar, and Outlook 365 . Workday's official Marketplace describes Interview Management as enabling teams to create, schedule, and reschedule interviews, while candidate scheduling integrations support Microsoft 365 and Google calendars. Workday Microsoft Interview Management

NEW QUESTION # 46

You want to remind recruiters to update their self-schedule calendars. You want this reminder to go out before the candidate receives the calendar during the Screen business process.

What step type allows you to build this reminder into the process?

- **A. To Do**
- B. Complete Questionnaire
- C. Review Documents
- D. Candidate Self-Schedule Event

Answer: A

Explanation:

A To Do step provides an actionable reminder within the business process without launching a separate recruiting subprocess. The administrator can place the To Do before the Candidate Self-Schedule Event in the Screen business process and route it to the recruiter. This prompts the recruiter to review or update calendar availability before Workday releases scheduling options to the candidate.

Complete Questionnaire is intended to collect structured responses and is unnecessary for a simple operational reminder. Review Documents requires a participant to review configured documents. Candidate Self-Schedule Event is the event that exposes scheduling availability to the candidate; using that event as the reminder would not provide a separate prerequisite action before the calendar is released.

Correct sequencing is critical. The To Do should precede the self-schedule event, and the business-process configuration should determine whether completion is required or merely informational. Routing must assign it to the appropriate recruiter or recruiting role. This allows the process to preserve candidate experience by reducing the possibility of outdated or unavailable interview slots. Study Guide reference: Define Recruiting Business Processes - Screen, To Do Steps, Candidate Self-Scheduling, Step Order, and Recruiter Routing. Workday identifies workflow automation and coordinated candidate interaction as central Recruiting capabilities. Workday Recruiting datasheet

NEW QUESTION # 47

Your organization would like to have several internal career sites.

How many internal employee career site configurations can you have at the same time?

- A. Unlimited
- B. 0
- C. 1
- **D. 2**

Answer: D

Explanation:

Workday supports one internal employee career site configuration at a time. This provides workers with a unified internal job-discovery and application experience rather than dividing internal opportunities across multiple separately configured employee sites. The limit differs from external career sites, for which Workday supports multiple configurations to accommodate brands, regions, or candidate populations. Internal employees already operate within the authenticated tenant and share a common worker context. Workday therefore centralizes internal postings, applications, referrals, job alerts, and related actions in one internal experience. Organizations can still vary the content displayed within that configuration. Job posting templates, template content objects, condition rules, security, and requisition attributes can provide different messaging or job populations without requiring separate internal career sites. This distinction is important: one site configuration does not mean every worker must see identical jobs or content. Eligibility, security, and posting configuration continue to control the experience. Study Guide reference: Career Sites - Internal Employee Career Site Configuration, Internal Job Postings, Conditional Content, Jobs Hub, and Internal Candidate Experience. Workday describes Jobs Hub as one centralized place where employees can search, apply, and manage internal applications. Workday Hubs Guide

NEW QUESTION # 48

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