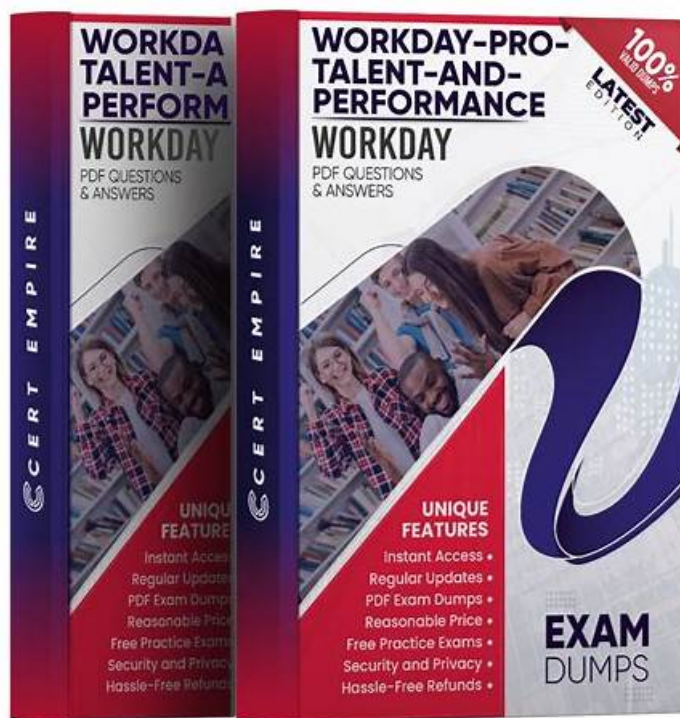


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> 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.
Topic 2	<ul style="list-style-type: none"> 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 3	<ul style="list-style-type: none"> 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 4	<ul style="list-style-type: none"> 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 5	<ul style="list-style-type: none"> • 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.
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Workday Pro Talent and Performance Exam Sample Questions (Q12-Q17):

NEW QUESTION # 12

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

Answer: D

Explanation:

* The Talent Review Status Summary report provides managers with visibility into their team's current performance 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 # 13

You want to create an organization goal for the workers in a supervisory organization.

When creating the organization goal, what most recent period defaults into the Goal Period field?

- **A. The most recent goal period assigned to a goal in the specific supervisory organization.**
- B. The goal period on any worker record in the supervisory organization.
- C. The goal period assigned to its immediate superior supervisory organization.
- D. The first goal period created in the tenant.

Answer: A

Explanation:

Comprehensive Detailed Explanation

* When creating an organization goal, Workday defaults the Goal Period field to the most recent goal period used in the specific supervisory organization.

* It does not inherit from superior organizations, worker records, or the first goal period created in the tenant.

* This ensures consistency within the supervisory organization's existing goal cycles.

References:

Workday documentation on Goal Period defaulting behavior.

Workday Pro Talent & Performance guide: "For new organizational goals, the Goal Period defaults to the most recent goal period assigned within that supervisory organization."

NEW QUESTION # 14

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

Answer: B

Explanation:

* For Additional Managersto evaluate, the template must include aCompetencies 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 # 15

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 Skill Item Categories
- C. Maintain Skills
- D. Maintain Skill Vendors

Answer: A

Explanation:

* To configureSkills Cloudas theprimary source for skill searches, you use theMaintain Skills and Experience Setuptask.

* 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 # 16

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

Answer: A

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 # 17

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