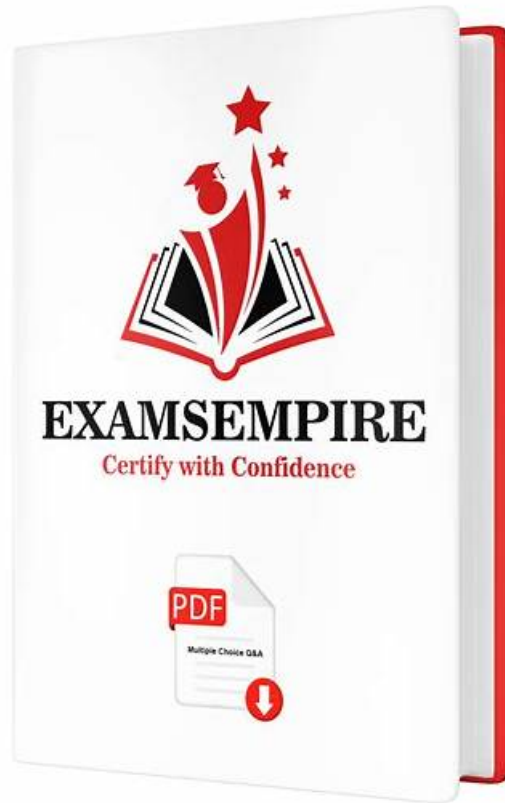


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<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.
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"> • 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 4	<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 5	<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.

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Workday Pro Talent and Performance Exam Sample Questions (Q24-Q29):

NEW QUESTION # 24

A manager starts the Assess My Team's Potential task.

What option allows them to suggest workers for a job profile and if enabled tracking potential successors for a succession plan?

- A. Review Rating
- **B. Nominations**
- C. Achievable Level
- D. Retention

Answer: B

Explanation:

* In the Assess My Team's Potential task, managers can make Nominations:

* Suggest workers for specific job profiles.

* Track potential successors for succession plans (if enabled).

* Incorrect options:

* A. Achievable Level # indicates ceiling level, not succession tracking.

* B. Retention # measures likelihood of leaving, unrelated to succession nominations.

* C. Review Rating # performance measure, not tied to suggesting successors.

References:

Workday Talent & Succession Guide: "Nominations in Assess My Team's Potential allow managers to suggest successors and link to succession plans."

NEW QUESTION # 25

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.

You need to create a new annual review template with several sections, including Feedback, Goals, Questions, and Competencies. What component is not a prerequisite to create a new annual review template with these sections?

- A. Competencies
- B. Feedback Template
- C. Review Questions
- **D. Review Types**

Answer: D

Explanation:

* To create a review template with sections such as Feedback, Goals, Questions, and Competencies, you must have these components configured in advance:

* Review Questions# required if the template uses a questions section.

* Feedback Template# required if a feedback section is included.

* Competencies# required if competencies are included.

* Review Types are not a prerequisite to create a review template. They categorize reviews (annual, quarterly, etc.) but are not required in template configuration.

References:

Workday Review Template setup guidelines.

Workday Pro training material: "Questions, feedback templates, and competencies must be configured to build corresponding review sections."

NEW QUESTION # 26

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

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

Answer: C

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 # 27

Refer to the following scenario to answer the question below.

□ 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 # 28

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

Answer: A

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 # 29

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