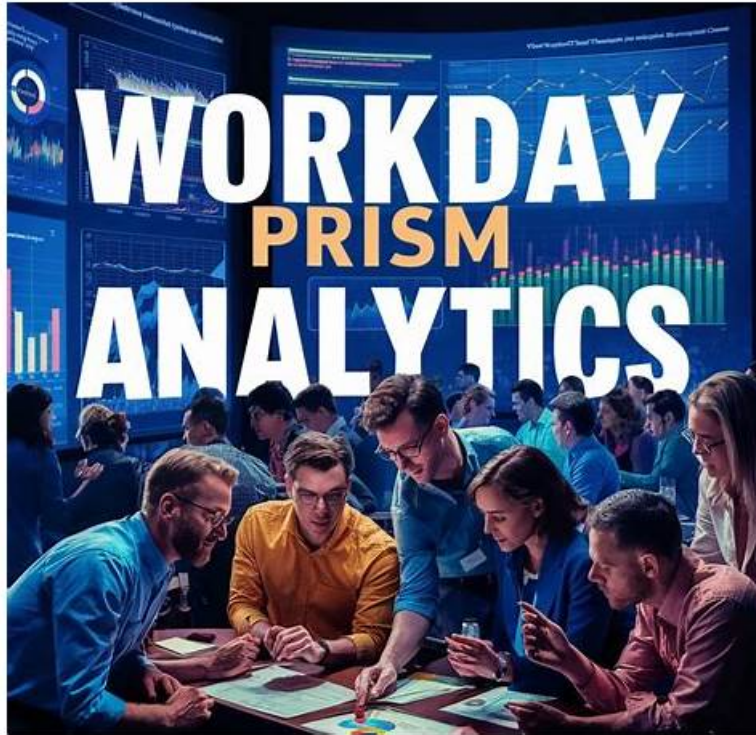


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	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 2	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 3	• 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 4	• 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	• 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 (Q46-Q51):

NEW QUESTION # 46

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 cannot receive a review that includes a Feedback section.
- **C. Additional managers can only receive a review that includes a Competencies section.**
- D. You can only select up to two additional managers.

Answer: C

Explanation:

* For Additional Managers to evaluate, the template must include a Competencies 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 # 47

You want to configure your Performance Review business process so that other users can rate an employee's competencies. Which subprocesses do you configure for this?

- A. Get Additional Manager Evaluation for Performance Review and Complete Additional Manager Evaluation for Performance Review
- B. Get Additional Manager Evaluation for Performance Review and Complete Additional Evaluation for Performance Review
- **C. Get Additional Reviewers for Performance Review and Complete Additional Evaluation for Performance Review**
- D. Get Additional Reviewers for Performance Review and Complete Additional Manager Evaluation for Performance Review

Answer: C

Explanation:

- * To allow other users (besides the direct manager) to rate competencies:
- * Use **Get Additional Reviewers for Performance Review** allows nominating additional evaluators.
- * Then use **Complete Additional Evaluation for Performance Review** routes the evaluation step to the selected additional reviewers.
- * Incorrect options mix up "Additional Manager" with "Additional Reviewer." Managers are a subset, but to include broader participants, the correct subprocesses are **Reviewers + Evaluation**.

References:

Workday Performance Review BP design documentation.

Workday Pro Talent & Performance exam material: "For additional reviewers (not limited to managers), configure **Get Additional Reviewers + Complete Additional Evaluation** subprocesses."

NEW QUESTION # 48

An enterprise wants to create their own list of skills and use them as search facets in reports.
What type of skills can they create to accomplish this?

- **A. Maintained skills**
- B. Crowdsourced skills
- C. Synonymous skills
- D. Skills Cloud skills

Answer: A

Explanation:

Comprehensive Detailed Explanation

- * Enterprises can create **Maintained Skills**-custom-defined skills that are stored and searchable in their tenant.
- * These can also be configured as search facets in reports, supporting custom analysis.
- * Incorrect options:
- * **Skills Cloud skills**# Workday-delivered universal ontology, not customer-specific.
- * **Crowdsourced skills**# skills suggested by workers, not controlled enterprise lists.
- * **Synonymous skills**# system-recognized synonyms, not customer-defined lists.

References:

Workday Skills Configuration documentation: Maintained skills can be created for tenant-level use in searches and reports.

NEW QUESTION # 49

While configuring the Performance Review business process, you added a **Complete Additional Manager Evaluation** step. However, when testing, the manager is not receiving the Inbox task to select other managers.
What do you configure on the employee review template to route this step to the manager's Inbox?

- A. Add a rule in the **Applies To** field to limit performance reviews to workers with additional jobs.
- **B. Enable the Additional Manager Evaluation for All Sections on the Other Reviewer Options section.**
- C. Add a competencies section to the template.
- D. Require Additional Managers to enter a comment in the Overall section.

Answer: B

Explanation:

- * When you add a **Complete Additional Manager Evaluation** step in the Performance Review BP, the system only generates the Inbox task if the employee review template is configured to allow it.
- * This is controlled in the **Other Reviewer Options** section of the template.
- * You must enable "Additional Manager Evaluation for All Sections" for the task to route correctly.
- * Incorrect options:

- * A. Adding a competencies section is unrelated to routing.
- * B. Requiring comments in the Overall section doesn't trigger the step.
- * D. Applies To field rules limit applicability but won't control routing to the direct manager.

References:

Workday Employee Review Template configuration guide.

Workday Pro exam material: "Enable Additional Manager Evaluation for All Sections in the template to activate the BP step."

NEW QUESTION # 50

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. Update Performance Review Rating for Manager Evaluation step on the Complete Manager Evaluation for Performance Review business process
- B. Shared Participation step on the Launch Calibration business process
- **C. The Await Calibration Completion service step in the Complete Manager Evaluation for Performance Review business process**
- D. To Do step on the Complete Manager Evaluation for Performance Review business process

Answer: C

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 # 51

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