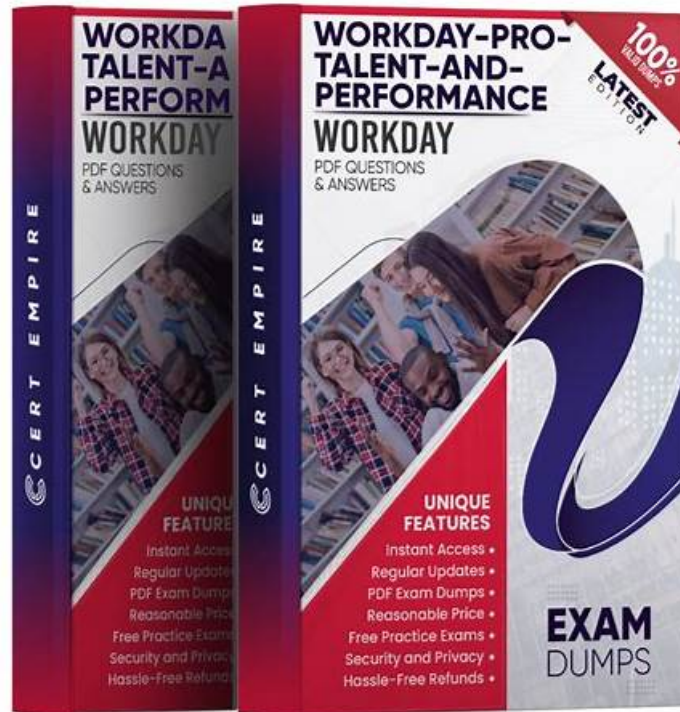


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## Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>• <b>Configurable Security:</b> 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.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>• <b>Talent Management (TM):</b> 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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>• <b>Performance Enablement:</b> 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.</li> </ul>

Topic 4	<ul style="list-style-type: none"> <li>• <b>Operational Reporting:</b> 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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Business Process Management (BPM):</b> 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.</li> </ul>

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### Workday Pro Talent and Performance Exam Sample Questions (Q30-Q35):

#### NEW QUESTION # 30

Your organization has detailed new goals that are tied to your divisions. The manager of each division needs to create a goal, then distribute that goal to their direct reports.

What task do managers use to accomplish this?

- A. Create Goal for Worker
- B. Add Goal To Employees
- **C. Manage Organization Goals**
- D. Maintain Goal Completion Statuses

**Answer: C**

Explanation:

\* Add Goal To Employee is used for bulk assigning existing goals to workers, not for creating new organizational goals.

\* Maintain Goal Completion Statuses is used to track and update progress, not goal creation.

\* Create Goal for Worker applies only to individual workers.

\* Manage Organization Goals is the correct task for a manager to create a goal at the division or supervisory organization level and cascade it to their direct reports.

References:

Workday Talent & Performance: Goal Management.

Workday Pro study guide: "Managers use Manage Organization Goals to create and cascade organizational goals to their teams."

#### NEW QUESTION # 31

An enterprise uses only the job management staffing model.

What option groups workers for succession purposes?

- **A. Succession Pools**
- B. Succession Plans
- C. Development Plan
- D. Candidate Pools

**Answer: A**

Explanation:

- \* Even when using a job management staffing model, organizations use Succession Pools to group workers for succession planning.
- \* Pools identify workers with potential to step into key roles in the future.
- \* Incorrect options:
- \* A. Development Plan # defines individual growth steps, not succession grouping.
- \* B. Candidate Pools # used in recruiting, not succession.
- \* C. Succession Plans # tied to specific positions or job profiles, not used for general grouping in job management models.

References:

Workday Succession Planning guide: "Succession Pools are used to group workers in job management staffing models."

### NEW QUESTION # 32

What task do you configure to use suggested skills?

- A. Configure Optional Fields
- **B. Maintain Skills and Experience Setup**
- C. Edit Tenant Setup - System
- D. Edit Tenant Setup - HCM

**Answer: B**

Explanation:

- \* Suggested skills functionality is enabled and configured using the Maintain Skills and Experience Setup task.
- \* This controls whether Workday will suggest skills to workers based on their profiles and activity.
- \* Incorrect options:
- \* Edit Tenant Setup - System and Edit Tenant Setup - HCM # global settings, not skill suggestions.
- \* Configure Optional Fields # defines visibility of fields but not skill suggestion functionality.

References:

Workday Talent & Performance documentation: "Suggested skills are configured in Maintain Skills and Experience Setup." Pro Talent certification material confirms this task.

### NEW QUESTION # 33

Which configuration is responsible for determining what actions employees and managers can take during a talent review?

- A. Organization membership
- **B. Talent review template rule**
- C. Employee potential
- D. Domain security

**Answer: B**

Explanation:

This question is about Talent Reviews in Workday and what drives the permissions or actions that employees and managers can take during the review process.

Let's analyze the choices:

- \* A. Organization membership
- \* Incorrect.
- \* Organization membership (e.g., supervisory org, talent pool) determines which workers are included in the review.
- \* It does not determine what actions managers or employees can take.
- \* B. Employee potential
- \* Incorrect.
- \* Employee potential is an attribute (like performance, loss impact, retention risk) used for evaluation in the talent review grid.
- \* It informs the content of the review, not the actions available to participants.
- \* C. Domain security
- \* Partially correct but not the best answer.
- \* Domain security determines who has access to initiate or view Talent Reviews, but it does not drive process actions inside the review (such as rating, adding notes, or calibrating).
- \* D. Talent review template rule
- \* Correct.
- \* The Talent Review Template Rule defines the configuration of the talent review process, including:
- \* Which sections appear (e.g., 9-box grid, attributes, notes).

- \* Which actions participants (employees, managers, HR partners) can perform
- \* Whether calibration is enabled, whether participants can move employees between grid boxes, and other interactive review behaviors.
- \* This is the configuration responsible for controlling what employees and managers can do during a talent review event. Therefore, the correct answer is Talent review template rule.

#### #References

- \* Workday Pro Talent & Performance Certification Guide - Talent Reviews: "The talent review template rule determines the structure of the review and what actions participants may take during the review."
- \* ERP Cloud Training - Workday Talent Reviews: "Template rules control functionality such as allowing participants to update potential ratings, add notes, or move workers in the grid. Security domains only manage access."
- \* Workday Community Documentation - Talent Review Configuration: Confirms that template rules define the actions and behaviors within a talent review session.

### NEW QUESTION # 34

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

#### Answer: D

#### 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 # 35

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