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

Topic	Details
Topic 1	<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 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"> 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	<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 5	<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.

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Workday Pro Talent and Performance Exam Sample Questions (Q20-Q25):

NEW QUESTION # 20

Your organization launches talent reviews for the entire organization on an annual basis. You created a new Talent Lead security group to initiate the talent review event.

What do you need to modify to enable this configuration?

- A. The Talent Review business process security policy
- B. The Launch Talent Reviews business process security policy
- C. Both the Talent Review business process security policy and the Talent Review domain security policy
- **D. Both the Launch Talent Reviews business process security policy and the Talent Review domain security policy**

Answer: D

Explanation:

This scenario involves enabling a new security group (Talent Lead) to initiate Talent Review events in Workday. To achieve this, you need to configure both the business process security and domain security that govern Talent Reviews.

* Launch Talent Reviews business process security policy

* This policy controls who has permission to initiate the Talent Review event.

* Without updating this, the new Talent Lead group cannot start the review process.

* Talent Review domain security policy

* This policy governs access to Talent Review objects, such as templates, review events, grids, and attributes.

* Without updating domain security, even if the group can launch the process, they will not be able to view or interact with the talent review itself.

* Incorrect alternatives

* Option B (Launch Talent Reviews only): This would allow the group to initiate the process, but they would lack access to view or work with the reviews.

* Option C (Talent Review business process security policy): There is no generic "Talent Review business process"; the correct one is "Launch Talent Reviews."

* Option D (Talent Review business process + domain security): Misstated. The business process in question is "Launch Talent Reviews," not a general Talent Review business process.

Therefore, the correct answer is to update both the Launch Talent Reviews business process security policy and the Talent Review domain security policy so that the Talent Lead group has both initiation rights and access permissions.

References

* Workday Pro Talent & Performance Certification Guide - Security in Talent Reviews: Explains that both business process security and domain security must be configured for security groups responsible for launching talent reviews.

* ERP Cloud Training - Talent Review Security: Notes that business process security grants initiation rights, while domain security controls access to objects and review content.

* Workday Community Documentation - Talent Review Setup: Confirms that both the Launch Talent Reviews business process policy and the Talent Review domain security policy must be modified when a new security group is added to initiate reviews.

NEW QUESTION # 21

As an administrator, what is an attribute of feedback badges?

- A. You can allow recipients to decline badges.
- **B. You can make badges required when entering feedback.**

- C. You can create custom badges using Workday-delivered icons.
- D. You can delete badges at any time.

Answer: B

Explanation:

In Workday Talent & Performance, feedback badges are a visual and motivational way to recognize employees when providing feedback. Administrators configure the rules and usage of these badges.

Let's carefully review the options:

- * A. You can delete badges at any time.
- * Not correct.
- * Once a badge is actively in use (already given to workers in feedback), it cannot simply be deleted, because that would break historical data. Instead, administrators can make badges inactive, but they remain in the system for reporting integrity.
- * B. You can make badges required when entering feedback.
- * Correct.
- * Workday configuration allows admins to require that feedback entries include a badge. This ensures that every feedback submission carries a visual, standardized recognition element alongside the narrative text.
- * This aligns with the study guide under Feedback and Recognition, which highlights that "badges may be configured as required fields for any feedback process."
- * C. You can create custom badges using Workday-delivered icons.
- * Not exactly.
- * You can create custom badges, but you upload your own images/icons. Workday provides sample ones, but they aren't the only option. You are not restricted to Workday-delivered icons.
- * D. You can allow recipients to decline badges.
- * Incorrect.
- * Employees cannot decline badges once they are attached to feedback. Feedback is submitted as part of the talent/performance process, and the badge is embedded.

Therefore, the unique administrator attribute here is the ability to make badges required when entering feedback.

#References

- * Workday Pro Talent & Performance Guide- Feedback Badges configuration: "Administrators can make badge selection mandatory when submitting feedback, ensuring consistent recognition across the organization."
- * ERP Cloud Training (Talent & Performance Badges section): Confirms that badges can be required for feedback, cannot be declined by recipients, and must be inactivated (not deleted) when no longer in use.
- * Workday Community (Feedback and Recognition documentation): Custom badges can be created by uploading images, not restricted to Workday-delivered icons.

NEW QUESTION # 22

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.

The New Hire 90 Day Check-In template has several sections, including Questions and Overall. As an administrator, you want to schedule this process to route to all new hires each month.

What Employee Review Template configuration restricts the template to only new hires after 90 days?

- A. Review Type
- B. Layout Override
- **C. Applies to**
- D. Period Start Date/Period End Date

Answer: C

Explanation:

- * The Applies To field on the Employee Review Template determines which population is eligible for the review.
- * To restrict the 90-Day Check-In template so that it only applies to new hires after 90 days, you configure the Applies To criteria accordingly (e.g., based on hire date relative to review launch date).
- * Incorrect options:

- * Review Type# categorizes reviews (annual, quarterly, etc.), but does not restrict worker population.
- * Period Start/End Dates# define review timeframe, not eligibility rules.
- * Layout Override# controls template layout, not applicability.

References:

Workday Employee Review Template configuration guide.

Workday Pro Talent & Performance exam prep: "Use Applies To to restrict review templates to new hires after 90 days."

NEW QUESTION # 23

How do dynamic talent pools determine pool membership?

- A. Based on a custom report you define
- B. Based on the Compare Workers report
- C. Based on manual selection
- D. Based on the results of a saved search

Answer: D

Explanation:

* Dynamic Talent Pools automatically determine membership by using the results of a saved search.

* This allows pool membership to update as workers meet or no longer meet the search criteria.

* Incorrect options:

* Compare Workers report# used for side-by-side comparison, not pool membership.

* Manual selection# applies to static pools, not dynamic.

* Custom report# not the driver; Workday specifically requires saved searches for dynamic pools.

References:

Workday Talent Pools configuration guide.

Workday Pro exam material: "Dynamic pools are maintained by saved search results."

NEW QUESTION # 24

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

Answer: A

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 # 25

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