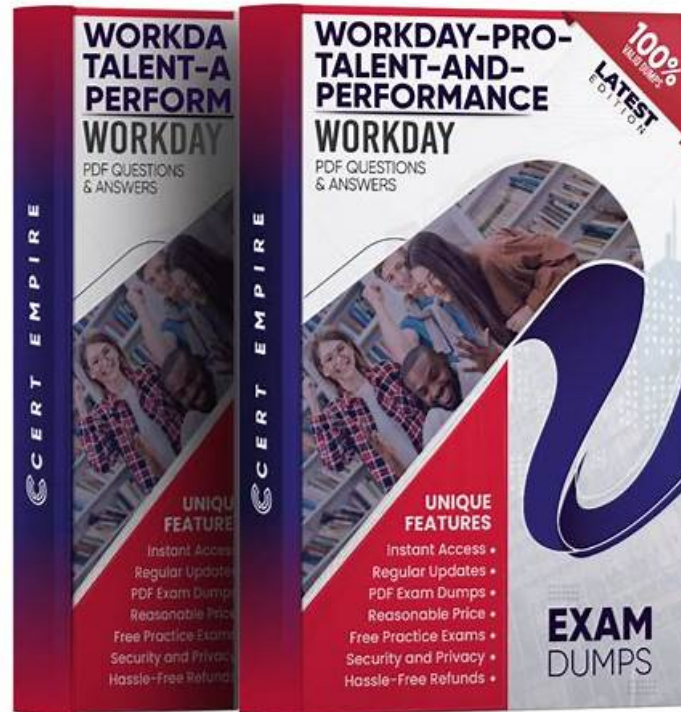


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<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 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 (Q19-Q24):

NEW QUESTION # 19

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 # 20

An enterprise uses only the job management staffing model.

What option groups workers for succession purposes?

- **A. Succession Pools**
- B. Development Plan
- C. Succession Plans
- 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 # 21

You want to define level-based behavioral indicators for proficiency ratings on a competency.

What criteria can you use?

- A. Talent Pool
- B. Supervisory Organization
- **C. Job Profile**
- D. Management Level

Answer: C

Explanation:

- * Behavioral indicators can be tied to proficiency rating levels on a competency to describe expected behaviors at each level.
- * These indicators are assigned by Job Profile.
- * Other options (Supervisory Organization, Management Level, Talent Pool) are not used to define behavioral indicators.
- * Linking by Job Profile allows organizations to customize behaviors expected for different roles.

References:

Workday Talent & Performance competency management documentation.

Workday Pro Talent & Performance training material: "Behavioral indicators are assigned at the job profile level to define expected behaviors for each proficiency rating."

NEW QUESTION # 22

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.

When workers create their goals, they need to include a goal description.

Where do you make the goal description a required field?

- **A. Configure Individual Goals section**
- B. Maintain Goal Categories task
- C. Configure Organization Goals section
- D. Maintain Goal Units task

Answer: A

Explanation:

- * To make specific goal fields mandatory (such as requiring a goal description), you must configure this in the Configure Individual Goals section of the Maintain Goal Setup task.
- * In this section, administrators define which fields are:
 - * Required (must be completed by the worker),
 - * Optional, or
 - * Hidden (not shown to users).
- * The Maintain Goal Categories task only sets up categories such as Innovation, Financial, Productivity.
- * The Maintain Goal Units task configures measurement units (e.g., percentages, dollars).
- * The Configure Organization Goals section governs how enterprise-level organizational goals behave, but does not control whether

an individual field like "Description" is required.

Therefore, to enforce that workers must always provide a goal description, you configure this requirement in the Configure Individual Goals section.

References:

Workday Talent & Performance Admin Guide: "Configure Individual Goals section allows fields such as description, due date, and measurement to be marked as required or optional." Workday Pro Talent & Performance study material confirms: "Goal description requirements are set in Configure Individual Goals, not in organization goal setup or categories."

NEW QUESTION # 23

A manager wants to request feedback about a worker.

They select a locked feedback template to initially populate questions. What can the manager do?

- A. The manager may add additional new questions.
- B. The manager may add a question from a bank of previously written questions.
- C. The manager may edit the defaulted questions to better meet their requirements.
- D. The manager may only use the default questions.

Answer: D

Explanation:

* Feedback templates in Workday can be delivered as locked or editable.

* A locked feedback template ensures consistency across the organization, meaning the manager cannot add, edit, or delete questions.

* Only the default questions included in the template may be used.

* Options A, C, and D would apply if the template were editable, but they are not possible in a locked template.

References:

Workday Feedback configuration documentation.

Workday Pro Talent & Performance certification study material: "Locked templates prevent managers from adding or editing questions. Only the delivered questions are used."

NEW QUESTION # 24

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