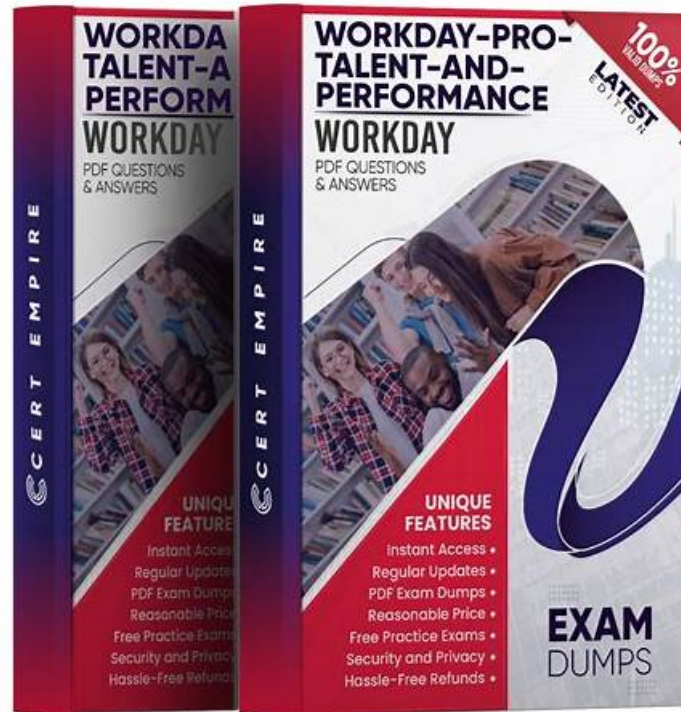


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

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"> 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"> 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"> • 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"> • 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.

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Workday Pro Talent and Performance Exam Sample Questions (Q33-Q38):

NEW QUESTION # 33

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

Answer: A

Explanation:

- * To allow other users (besides the direct manager) to rate competencies:
- * UseGet Additional Reviewers for Performance Review# allows nominating additional evaluators.
- * Then useComplete 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 areReviewers + 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 # 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. You can only select up to two additional managers.
- B. You can only select additional managers who are members of the Manager security group.
- **C. Additional managers can only receive a review that includes a Competencies section.**
- D. Additional managers cannot receive a review that includes a Feedback section.

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 # 35

An employee had a manager from January through August. The employee then had a new manager from September through December.

In the Start Performance Review business process, for the Complete Manager Evaluation step, what security group would you use to route the step to the employee's manager that they had in January?

- A. Manager
- B. Matrix Manager
- C. Primary Manager
- **D. Manager for Majority of Event**

Answer: D

Explanation:

- * In a performance review event spanning multiple months, Workday determines which manager should receive the evaluation step.
- * The option Manager for Majority of Event ensures that the manager who supervised the employee for the longest portion of the review period (in this case, January-August) is the one who receives the task.
- * Incorrect options:
- * A. Manager # routes to current manager by default, not historical.
- * C. Matrix Manager # used for matrix org relationships, not standard review.
- * D. Primary Manager # is the current primary manager at the time of launch.

References:

Workday Business Process configuration rules for manager evaluation steps.

Workday Pro study content: "Use Manager for Majority of Event when you need the prior manager to complete the evaluation."

NEW QUESTION # 36

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 multi-rater reviews, what template sections do you need to configure?

- A. Goals
- B. Questions
- **C. Feedback**
- D. Competencies

Answer: C

Explanation:

- * For multi-rater reviews, the essential template section is Feedback.
- * This allows multiple reviewers to provide input on the employee, ensuring a comprehensive evaluation.

- * Other sections (Competencies, Questions, Goals) may be included but are not required specifically for multi-rater functionality.
- * Without a Feedback section, multi-rater reviews cannot function correctly.

References:

Workday Pro Talent & Performance documentation: "Multi-rater reviews rely on Feedback sections to collect input from additional reviewers." Workday template design best practices for multi-rater reviews.

NEW QUESTION # 37

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

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

Answer: C

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 # 38

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