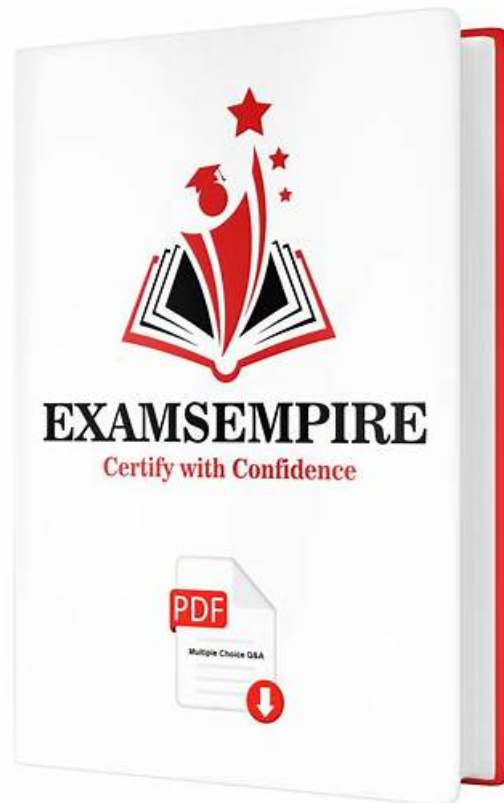


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<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 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"> • 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.

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Workday Pro Talent and Performance Exam Sample Questions (Q39-Q44):

NEW QUESTION # 39

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:

* ForAdditional Managersto evaluate, the template must include aCompetencies section.

* Ifa 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 # 40

Refer to the following scenario to answer the question below.

Maintain Goal Setup

Configure Individual Goals

1 Item

Process	*Field	*Criteria	Enforce Required in Web Services	Hidden For	Required For
Manage Goals					

> More Information

Configure Organization Goals

Organization Alignment ☐

Organization Goal Allows Organization Alignment Through Hierarchy ☐

Default Organization Goal to Private ☐

Disable Percent Complete ☐

Allow Automatic Calculation of Percent Complete ☐

Configure Goals In Reviews

Lock Goals Associated with In Progress Reviews ☐

Allow Deletion of Goals Associated with Reviews ☐

Allow Ordering of Goals in Reviews ☐

Maintain Goal Units Maintain Goal Payout Bands Configure Talent Tags Maintain Goal Categories Maintain Goal Periods Maintain Goal Completion Statuses

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.

The current five-year timeframe for organizational goals is ending and you want to create new organizational goals.

What task do you use to create the next five-year cycle?

- A. Maintain Goal Periods
- B. Maintain Goal Completion Statuses
- C. Maintain Goal Categories
- D. Maintain Goal Payout Bands

Answer: A

Explanation:

- * Organizational goals are tied to goal periods, which define the timeframe (e.g., annual, multi-year, or in this case, a five-year cycle).
- * When the current five-year period ends, you must create a new goal period in order to define the next cycle of organizational goals.
- * The other tasks do not apply here:
- * Maintain Goal Categories# defines groupings such as Innovation, Financial, Productivity, but does not manage timeframes.
- * Maintain Goal Payout Bands# used for goal-linked compensation or incentive payouts.
- * Maintain Goal Completion Statuses# manages status labels such as "Not Started, In Progress, Complete," not periods.

Therefore, to establish the next five-year organizational goal cycle, you use the Maintain Goal Period task.

References:

Workday Talent & Performance configuration documentation: "Maintain Goal Periods allows organizations to define new cycles (e.g., annual or multi-year) for organizational and individual goals." Workday Pro Talent & Performance certification material: "Organizational goal cycles are created and managed via Maintain Goal Periods."

NEW QUESTION # 41

What task do you configure to use suggested skills?

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

Answer: A

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 # 42

You recently created a talent pool to help develop potential new managers. You added ten managers to the pool. Now you want to assign two self-development goals to each member of the talent pool.

What task allows you to assign those two goals to all members in one event?

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

Answer: C

Explanation:

In Workday Talent & Performance, when you want to assign goals to a group of employees (such as everyone in a talent pool), you must use the "Add Goal To Employees" task.

Here's why:

- * Create Goal for Worker
- * This task is specific to one worker at a time. It would not allow you to mass-assign goals to multiple workers.
- * Suitable when you want to add a goal for an individual employee.
- * Manage Organization Goals
- * Used to define organization-wide goals (e.g., company objectives).
- * These can be cascaded, but they are not tied to an action that assigns two goals directly to all members of a talent pool.
- * Maintain Goals Setup
- * This is for configuring goal settings (e.g., categories, weights, behaviors) at the tenant level.
- * It doesn't execute the action of assigning goals to workers.
- * Add Goal To Employees
- * Specifically designed for mass goal assignment.
- * You can select multiple employees (for example, all 10 members of your talent pool) and assign the same goals in a single event.
- * This is the only option that fulfills the requirement of assigning two self-development goals to all members in one step.

#References

- * Talent & Performance Study Guide topics:
- * Goal Management: Covers the difference between worker-specific vs. mass goal actions.
- * Talent Pools: Workday documentation explains that pools are often used for succession planning and development, and "Add Goal to Employees" is the correct bulk action for assigning development activities.
- * External Training Reference: ERP Cloud Training notes that "The Add Goal To Employees task allows administrators to assign multiple goals across groups such as talent pools or organizations, enabling faster alignment with development plans." #web source on Talent & Performance training#
- * Workday Pro Talent & Performance Flashcards: Confirm that the correct way to mass assign goals is via Add Goal To Employees task, not Manage Organization Goals (which is only for defining org-level goals).

NEW QUESTION # 43

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. Competencies
- C. Questions
- **D. Feedback**

Answer: D

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 # 44

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