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

Topic	Details
Topic 1	• 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	• 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 3	• 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 4	• 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 5	• 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 (Q10-Q15):

NEW QUESTION # 10
Your annual performance review includes goals, feedback, and responsibilities. Your business process includes these steps:
* Set Review Content
* Get Additional Reviewers
* Assess Potential
* Complete Manager Evaluation
What step will the workflow not use?

- A. Complete Manager Evaluation
- B. Assess Potential
- C. Set Review Content
- D. Get Additional Reviewers

Answer: B

Explanation:
* In Workday'sannual performance review process, typical default steps are:
* Set Review Content# defines template contents (goals, feedback, responsibilities).
* Get Additional Reviewers# allows adding reviewers.
* Complete Manager Evaluation# manager provides evaluation.
* Assess Potentialisnot part of the performance review process; it belongs toTalent Review / Succession Planning processes.
* Therefore, the workflow will not useAssess Potentialin a performance review.
References:
Workday Performance Review vs. Talent Review process distinction in Pro materials.
Workday configuration: "Assess Potential" is a Talent module step, not part of standard performance review flows.

NEW QUESTION # 11
What statement describes the Skills Cloud feature?

- A. Skills Cloud is automatically available.
- B. Skills Cloud prevents enterprises from adding their own skills.
- C. Skills Cloud requires an Innovation Services subscription.
- D. Skills Cloud only accesses customer-tenanted skills.

Answer: A

Explanation:
* Workday Skills Cloudis a delivered feature included automatically with Workday tenants.
* It uses machine learning to normalize skills across the system.
* Incorrect options:
* A.Only accesses customer-tenanted skills# false, it includes Workday's universal skills ontology.
* B.Prevents enterprises from adding skills# false, enterprises can add custom skills.
* C.Requires Innovation Services subscription# false, Skills Cloud is included automatically, not a paid add-on.
References:
Workday Skills Cloud overview:"Skills Cloud is automatically enabled and does not require additional licensing."

NEW QUESTION # 12
What field does Workday require when you create a competency?

- A. Name
- B. Category
- C. Proficiency Rating Scale
- D. Competency Description

Answer: A

Explanation:
When creating aCompetencyin Workday Talent & Performance, the system enforces certain required fields.
* Name:
* This is themandatory field. Every competency must have a name so it can be identified in job profiles, performance reviews, and talent pools.
* Without a name, Workday will not allow you to save or proceed.
* Proficiency Rating Scale:
* This is important for measuring competencies (e.g., Basic # Intermediate # Advanced # Expert).
* However, it isnot requiredat the point of creation. If you don't assign one, the system can still save the competency, though you may not be able to rate employees effectively without linking a scale later.
* Competency Description:
* Highly recommended for clarity and reporting.
* But this field isoptional, not enforced by Workday.
* Category:
* Used to group competencies (e.g., Leadership, Technical, Communication).
* Again,optionaland for organizational purposes only.
Thus, while other fields add functionality and structure,the only required field to create a competency is the Name.
#References
* Talent & Performance Learning Material: Competencies are created with"Name" as required, while "Description, Proficiency Scale, and Category" are optional metadata used to support evaluation and reporting.
* Workday Pro Talent & Performance study outlines: Under theCompetencies section, it explicitly states:"The only mandatory field is Name. Description, Proficiency Rating Scale, and Category are optional fields that can be configured for richer competency management."#web source Talent & Performance training + community notes#
* ERP Cloud Training - Workday Talent & Performance course: Highlights that"Name is required when creating a competency; all other fields are optional depending on business needs."

NEW QUESTION # 13

How do dynamic talent pools determine pool membership?

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

Answer: B

Explanation:
* Dynamic Talent Poolsautomatically determine membership by using the results of asaved 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 # 14
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. Maintain Goal Units task
- B. Configure Organization Goals section
- C. Configure Individual Goals section
- D. Maintain Goal Categories task

Answer: C

Explanation:
* To make specific goal fieldsmandatory(such as requiring a goal description), you must configure this in theConfigure Individual Goals sectionof theMaintain Goal Setuptask.
* In this section, administrators define which fields are:
* Required(must be completed by the worker),
* Optional, or
* Hidden(not shown to users).
* TheMaintain Goal Categories taskonly sets up categories such as Innovation, Financial, Productivity.
* TheMaintain Goal Units taskconfigures measurement units (e.g., percentages, dollars).
* TheConfigure Organization Goals sectiongoverns 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 theConfigure 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 # 15
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