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

Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>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.</li> </ul>

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### Workday Pro Talent and Performance Exam Sample Questions (Q10-Q15):

#### NEW QUESTION # 10

An enterprise uses only the job management staffing model. What option groups workers for succession purposes?

- **A. Succession Pools**
- B. Succession Plans
- C. Candidate Pools
- D. Development Plan

**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 # 11

Your performance review template has three sections, in addition to an Overall section. The template uses item averaging to calculate an overall rating.

Managers will enter ratings for multiple items in each of the first three sections.

What is the expected behavior when Workday calculates the overall rating?

- A. The calculation includes assigned weightings for each section.
- B. The calculation includes assigned weightings for each item.
- C. The calculation includes assigned weightings for each item and each section.
- **D. The calculation includes an equal weight to each item rated.**

**Answer: D**

Explanation:

- \* When a performance review template uses Item Averaging:
  - \* Workday calculates the average rating across all rated items within the sections.
  - \* Each item carries equal weight, regardless of section or item weighting.
  - \* If weighting was required, you would instead use Weighted Average, which allows assigning weights to items and/or sections.
  - \* Therefore, item averaging = equal weight for each item.

References:

Workday Performance Review configuration: Item Averaging vs. Weighted Averaging.

Workday Pro Talent & Performance exam guide: "Item averaging gives equal weight to all items across sections."

#### NEW QUESTION # 12

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

What criteria can you use?

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

**Answer: D**

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 # 13

When a position has a succession plan, what talent attribute identifies the timeframe that you expect a specific worker to move into that position?

- A. Potential
- B. Achievable Level
- C. Retention
- **D. Readiness**

**Answer: D**

Explanation:

\* In succession planning, the Readiness talent attribute represents the timeframe in which a worker is expected to be ready to move into a position (e.g., "Ready Now," "1-2 Years," "3-5 Years").

\* Incorrect options:

- \* A. Achievable Level # indicates the highest role/level a worker may reach, not timeframe.
- \* B. Retention # risk of employee leaving, not succession readiness.
- \* D. Potential # overall growth capacity, not time-based readiness.

References:

Workday Succession Planning documentation: "Readiness specifies the timeframe for potential successors."

### NEW QUESTION # 14

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

**Answer: B**

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 # 15

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