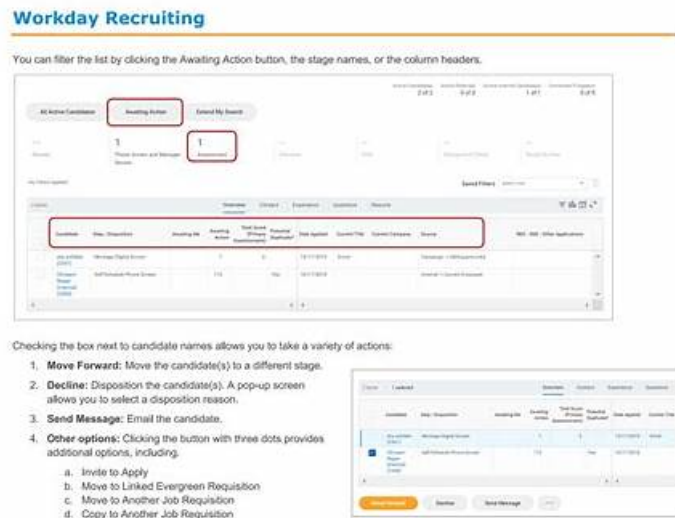


# New Workday-Pro-Recruiting Exam Discount - Exam Workday-Pro-Recruiting Blueprint



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The Workday Pro Recruiting Certification (Workday-Pro-Recruiting) practice questions (desktop and web-based) are customizable, meaning users can set the questions and time according to their needs to improve their discipline and feel the real-based exam scenario to pass the Workday Workday-Pro-Recruiting Certification. Customizable mock tests comprehensively and accurately represent the actual Workday Pro Recruiting Certification (Workday-Pro-Recruiting) certification exam scenario.

## Workday Workday-Pro-Recruiting Exam Syllabus Topics:

| Section                                       | Weight | Objectives                                                                                                                                                                                          |
|-----------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               |        | - Internal and External Career Sites                                                                                                                                                                |
| Topic 1: Career Sites and Candidate Pools     | 15%    | <ul style="list-style-type: none"> <li>1. Static and Dynamic Candidate Pools</li> <li>2. Career Site Pools</li> <li>3. Job Postings and Board Integrations</li> </ul>                               |
|                                               |        | - Create and Configure Job Requisition Business Process                                                                                                                                             |
| Topic 2: Job Requisitions                     | 20%    | <ul style="list-style-type: none"> <li>1. Defaults from Position and Job Profile</li> <li>2. Confidential and Evergreen Requisitions</li> <li>3. Hiring Team and Recruiting Instructions</li> </ul> |
|                                               |        | - Job Application Business Process                                                                                                                                                                  |
| Topic 3: Candidate and Application Management | 20%    | <ul style="list-style-type: none"> <li>1. Prospect, Candidate, and Pre-Hire Data Model</li> <li>2. Withdraw, Decline, and Rescind Actions</li> <li>3. Move Candidate and Change Stages</li> </ul>   |

|                                              |     |                                                                                                                                                                                                  |
|----------------------------------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              |     | - Interview Management                                                                                                                                                                           |
|                                              |     | <ul style="list-style-type: none"> <li>• 1. Interview Team Setup</li> <li>• 2. Feedback Collection and Workflow</li> </ul>                                                                       |
| Topic 4: Interviews and Sourcing             | 15% | - Skills Cloud and Sourcing                                                                                                                                                                      |
|                                              |     | <ul style="list-style-type: none"> <li>• 1. Search &amp; Match and Match Score</li> <li>• 2. Recommended Candidates</li> </ul>                                                                   |
|                                              |     | - Offer Business Process                                                                                                                                                                         |
| Topic 5: Offers and Hiring Processes         | 20% | <ul style="list-style-type: none"> <li>• 1. Edit, Rescind, and Extend Offers</li> <li>• 2. Background Check Integrations</li> <li>• 3. Offer Letter Generation (BIRT / Cloud Connect)</li> </ul> |
|                                              |     | - Recruiting Analytics and Reports                                                                                                                                                               |
| Topic 6: Security, Reporting, and Compliance | 10% | <ul style="list-style-type: none"> <li>• 1. Funnel, Time to Fill, Source of Hire</li> </ul>                                                                                                      |
|                                              |     | - Recruiting Role-Based Security                                                                                                                                                                 |
|                                              |     | - Compliance Requirements                                                                                                                                                                        |

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## Workday Pro Recruiting Certification Sample Questions (Q12-Q17):

### NEW QUESTION # 12

On your external career site, the recruiters want a job posting that they can fill with either an employee or contingent worker. How do you configure this?

- A. Configure the Job Application business process to allow the recruiter to assign the worker type to the requisition when you move the candidate to the Offer stage.
- B. Create one job requisition using both worker types. Select the appropriate type when you move the candidate to the Ready for Hire stage.
- **C. Create one evergreen requisition and link both an employee job requisition and a contingent worker job requisition to it. Move successful candidates to the appropriate job requisition as needed.**
- D. Create one evergreen requisition using both worker types. Select the appropriate type when you move the candidate from the evergreen requisition directly to the Ready for Hire stage.

**Answer: C**

Explanation:

An evergreen requisition can provide the common external posting and candidate pipeline, while separate linked job requisitions represent the two possible staffing outcomes. One linked requisition is configured for employees and the other for contingent workers. When the organization determines the appropriate engagement type, the successful candidate is moved to the corresponding job requisition.

A single requisition cannot function as both employee and contingent-worker hiring demand by postponing worker-type selection until Offer or Ready for Hire. Worker type affects the requisition's staffing context, business-process routing, security, compensation, contractual activity, and hiring transaction. It must be established on the applicable linked requisition.

The evergreen requisition is appropriate because it supports a shared pipeline and continuing candidate applications without forcing

an early commitment to one staffing outcome. The linked standard requisitions then supply the definitive employee or contingent-worker configuration. This separates candidate sourcing from the eventual staffing transaction while permitting one candidate-facing posting strategy. Study Guide reference: Configure Requisitions and Their Components - Evergreen Requisitions, Linked Requisitions, Worker Type, Employee and Contingent Worker Hiring, and Candidate Movement .

Workday describes evergreen requisitions as pipeline-building tools within an automated recruiting workflow.

Workday Talent Acquisition

### NEW QUESTION # 13

Refer to the following scenario to answer the question below.

You need to update the Offer business process to accommodate new requirements from the recruiting team.

They would like candidates who accept the offer document to automatically move into the Ready for Hire stage. They also want to be able to complete both the Initiation and Propose Compensation Offer/Employment Agreement processes simultaneously.

What documents can you configure for the candidate to review?

- A. Only documents available on Workday Drive.
- B. Only documents the Recruiting Administrator creates.
- C. Any documents in Workday configured on the Review Document step.
- D. Only documents from the Generate Document step.

**Answer: C**

Explanation:

The Review Document step can present any eligible Workday document configured on that step . The document does not have to originate exclusively from the immediately preceding Generate Document step, be manually created by a Recruiting Administrator, or reside in Workday Drive.

Generate Document commonly produces the primary offer letter or employment agreement, but the Review Document step is broader. Administrators can configure additional Workday documents that the candidate must review or acknowledge as part of the offer process. Examples can include policy documents, disclosures, contractual attachments, or other materials appropriate to the candidate and recruiting context.

The distinction is between document generation and document presentation. Generate Document creates output from a configured document template. Review Document determines which available documents are displayed to the candidate for review and, when configured, acknowledgment or electronic action. Restricting the step to only generated documents would unnecessarily limit the process and is not how the step is designed.

This flexibility supports a single candidate-facing package while allowing organizations to vary documents through condition rules and process configuration. Study Guide reference: Define Recruiting Business Processes - Offer, Generate Document, Review Document, Candidate Document Presentation, and Conditional Documents . Workday identifies configurable offers, agreements, and an easy-to-sign candidate experience as Recruiting capabilities. Workday Recruiting datasheet

### NEW QUESTION # 14

Your company needs to solicit personal information from candidates after they speak with a recruiter during an informal interview.

What business process definition do you configure to meet this requirement?

- A. Job Requisition
- B. Personal Information Change
- C. Screen
- D. Job Application

**Answer: C**

Explanation:

The informal conversation with a recruiter is represented by the Screen subprocess. To request personal information after that interaction, the administrator configures the applicable step within the Screen business process definition. This ties the request directly to completion of the screening activity and ensures that only candidates who reach that point receive it.

Job Application is the parent process that controls movement between recruiting stages. Although it invokes Screen, placing the post-conversation activity in Screen provides the required timing and stage context. Job Requisition governs the creation and approval of hiring demand, not candidate interaction. Personal Information Change is used for maintaining personal data in a worker-oriented context and is not the appropriate recruiting subprocess for a candidate who has just completed an informal screen.

The configuration can include routing, conditions, questionnaires, or other candidate-facing steps as appropriate. If different screening types exist, step label overrides and rule-based definitions can further distinguish the applicable flow. The essential design

principle is to configure an activity in the subprocess representing the event after which it must occur. Study Guide reference: Define Recruiting Business Processes - Screen Subprocess, Candidate Information Requests, Job Application Stages, and Post-Screen Actions . Workday Recruiting datasheet

### NEW QUESTION # 15

A candidate says that the option to decline the offer from their Candidate Home does not display. On the Review Documents step's Related Actions, what option allows candidates to decline an offer?

- A. Maintain Step Label Override
- **B. Maintain Advanced Routing**
- C. Maintain Redirect
- D. Maintain Step Conditions

**Answer: B**

Explanation:

Maintain Advanced Routing controls the available routing outcomes and participants for the Review Documents step. The configuration must include the candidate-facing decline path so that a candidate reviewing an offer through Candidate Home can select the appropriate decline action.

Maintain Step Conditions controls whether the Review Documents step executes, but it does not establish the action or routing option presented when the candidate declines. Maintain Step Label Override changes displayed wording without creating the underlying route. Maintain Redirect controls where a user is directed following an action and likewise does not make the decline outcome available.

Offer acceptance and rejection are distinct business-process outcomes. Advanced routing ensures that the candidate's response is sent through the correct route and that Workday performs the configured follow-up actions, such as notifying the recruiting team or updating the candidate's process status. If the decline option is absent, the administrator must inspect the Review Documents step's advanced-routing configuration, including candidate participation and available response paths.

Study Guide reference: Define Recruiting Business Processes - Review Documents, Candidate Offer Decisions, Advanced Routing, Candidate Home, and Decline Outcomes . Workday's official Recruiting material describes configurable offer workflows and candidate-facing offer experiences. Workday Recruiting datasheet

### NEW QUESTION # 16

You want to allow passive candidates to submit their personal information and resume without applying to a job requisition. What functionality allows you to do this?

- A. Require Candidate Home Account
- B. Recruiting Job Areas
- **C. Prospect Introduce Yourself**
- D. Inline Assessments

**Answer: C**

Explanation:

Prospect Introduce Yourself allows an individual to submit personal information and a resume without applying to a specific job requisition. Workday creates or updates the individual as a prospect so that recruiting teams can consider the person for future opportunities and talent-pipeline activities.

Require Candidate Home Account controls authentication and does not itself create a prospect-submission mechanism. Recruiting Job Areas classify recruiting interests or job categories but do not provide the submission action. Inline Assessments collect assessment responses in an application context and are unrelated to passive-candidate introduction.

This functionality is useful when no current requisition matches the person's interests or when the organization wants to build talent communities. The prospect can provide relevant profile information while the recruiting organization obtains an identifiable record that can be searched, segmented, and engaged according to privacy and consent configuration. It is intentionally distinct from Apply because no job application is created. Study Guide reference: Career Sites - Prospect Introduce Yourself, Passive Candidates, Prospect Records, Talent Communities, and Candidate Consent . Workday's official recruiting privacy material recognizes that individuals may introduce themselves or join a talent community for consideration for future roles. Workday Recruitment Privacy Statement

## NEW QUESTION # 17

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