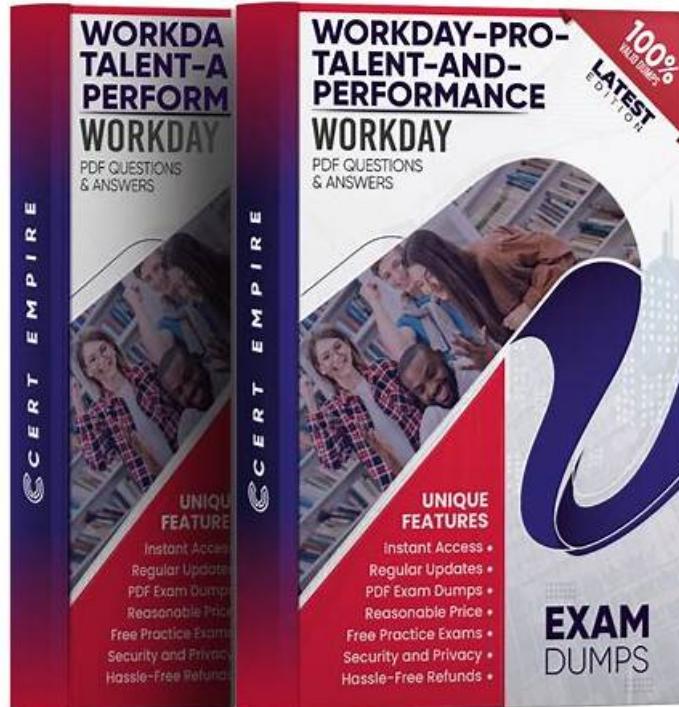


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

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">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"> • 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 5	<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.

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Workday Pro Talent and Performance Exam Sample Questions (Q40-Q45):

NEW QUESTION # 40

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. Additional managers can only receive a review that includes a Competencies section.
- B. You can only select additional managers who are members of the Manager security group.
- C. Additional managers cannot receive a review that includes a Feedback section.
- D. You can only select up to two additional managers.

Answer: A

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 # 41

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 Reviewers for Performance Review and Complete Additional Manager Evaluation for Performance Review
- C. Get Additional Manager Evaluation for Performance Review and Complete Additional Manager Evaluation for Performance Review
- D. Get Additional Manager Evaluation for Performance Review and Complete Additional 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 # 42

You want to launch a performance review with calibration. The Talent Administrator would like to verify that all performance reviews are complete before calibration launches.

How do you configure the business process to meet this requirement?

- A. Shared Participation step on the Launch Calibration business process
- B. Update Performance Review Rating for Manager Evaluation step on the Complete Manager Evaluation for Performance Review business process
- C. To Do step on the Complete Manager Evaluation for Performance Review business process
- **D. The Await Calibration Completion service step in the Complete Manager Evaluation for Performance Review business process**

Answer: D

Explanation:

- * When usingcalibrationwith performance reviews, Workday requires reviews to becompleted firstbefore calibration begins.
- * The correct configuration is to insert the"Await Calibration Completion" service stepinto theComplete Manager Evaluation for Performance Reviewbusiness process.
- * This ensures that calibration will not launch until all manager evaluations are complete.
- * Other options:
 - * To Do step# only generates a reminder, not an enforced process dependency.
 - * Shared Participation step on Launch Calibration# configures collaboration for calibration itself, not sequencing.
 - * Update Performance Review Rating step# controls how ratings are updated, not workflow dependencies.

References:

Workday Talent & Performance BP configuration documentation.

Workday Pro study materials:"Use Await Calibration Completion step in Complete Manager Evaluation BP to enforce review completion before calibration."

NEW QUESTION # 43

A worker is providing feedback and they only want it to be visible to the feedback recipient.

What kind of feedback allows for this?

- A. Anonymous
- **B. Private**
- C. Confidential
- D. Public

Answer: B

Explanation:

- * In Workday,Private Feedbackis visible only to thefeedback recipient.
- * Confidential Feedbackis visible to both the recipient and their manager.
- * Anonymous Feedbackhides the identity of the feedback giver but may still be visible to managers or admins depending on configuration.
- * Public Feedbackis broadly visible across the organization or workgroup.

Therefore, the only feedback type that ensures visibilityonly to the recipientisPrivate Feedback.

References:

Workday Talent & Performance study material on feedback types.

Workday Pro Talent & Performance training notes: "Private feedback is restricted to the recipient alone; confidential feedback includes the manager, while public feedback is visible more broadly."

NEW QUESTION # 44

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 review, you need a new review template. This template must contain sections for both professional and personal goals.

What task do you need to configure before you can create the new template?

- A. Maintain Goal Setup
- B. Maintain Goal Periods
- C. Maintain Employee Review Setup
- D. **Maintain Employee Review Section Types**

Answer: D

Explanation:

- * Before creating a review template, you must define the section types available in reviews.
- * Since the template requires two different goal sections (professional and personal), you must configure them as Employee Review Section Types.
- * Incorrect options:
 - * A. Maintain Goal Periods # defines timeframes, not template sections.
 - * C. Maintain Goal Setup # configures goal rules, not review template sections.
 - * D. Maintain Employee Review Setup # overall setup but does not define section types.

References:

Workday Employee Review Template admin documentation.

Workday Pro exam study guide: "Use Maintain Employee Review Section Types to enable multiple goal sections in review templates."

NEW QUESTION # 45

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