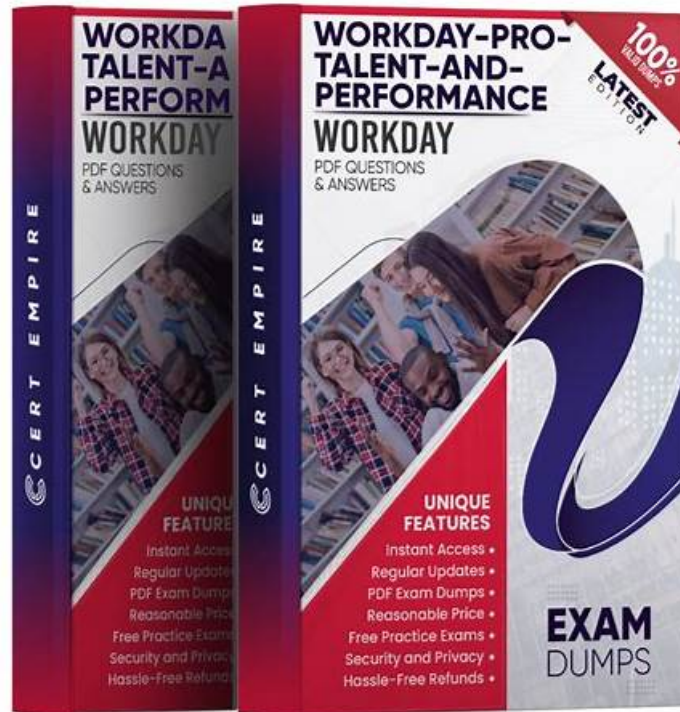


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## Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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 3	<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>

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>• 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>

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### Workday Pro Talent and Performance Exam Sample Questions (Q37-Q42):

#### NEW QUESTION # 37

You want to create an organization goal for the workers in a supervisory organization. When creating the organization goal, what most recent period defaults into the Goal Period field?

- A. The most recent goal period assigned to a goal in the specific supervisory organization.
- B. The goal period on any worker record in the supervisory organization.
- C. The first goal period created in the tenant.
- D. The goal period assigned to its immediate superior supervisory organization.

**Answer: A**

Explanation:

Comprehensive Detailed Explanation

\* When creating an organization goal, Workday defaults the Goal Period field to the most recent goal period used in the specific supervisory organization.

\* It does not inherit from superior organizations, worker records, or the first goal period created in the tenant.

\* This ensures consistency within the supervisory organization's existing goal cycles.

References:

Workday documentation on Goal Period defaulting behavior.

Workday Pro Talent & Performance guide: "For new organizational goals, the Goal Period defaults to the most recent goal period assigned within that supervisory organization."

#### NEW QUESTION # 38

Before the performance review event began, workers set their goals. You want to automatically include their goals in the performance review content.

What configuration option do you select on the employee review template?

- A. Items Rated
- B. Allow User to Add Existing Goals Manually
- C. Show Additional Rating to Employee
- D. Load Relevant Goals

**Answer: D**

Explanation:

\* To automatically include goals that workers set before the review began, enable Load Relevant Goals on the employee review template.

\* This ensures the goals tied to the review period are pulled into the content automatically.

\* Incorrect options:

\* Allow User to Add Existing Goals Manually# lets employees add goals one by one, not automatic.

\* Show Additional Rating to Employee# provides extra rating display, unrelated to loading goals.

\* Items Rated# defines what is rated in the review but doesn't auto-load goals.

References:

Workday employee review template configuration.

Workday Pro Talent & Performance exam content: "Load Relevant Goals automatically includes active goals tied to the review period."

### NEW QUESTION # 39

A manager wants to request feedback about a worker.

They select a locked feedback template to initially populate questions. What can the manager do?

- A. The manager may add additional new questions.
- B. The manager may edit the defaulted questions to better meet their requirements.
- C. The manager may add a question from a bank of previously written questions.
- **D. The manager may only use the default questions.**

**Answer: D**

Explanation:

\* Feedback templates in Workday can be delivered as locked or editable.

\* A locked feedback template ensures consistency across the organization, meaning the manager cannot add, edit, or delete questions.

\* Only the default questions included in the template may be used.

\* Options A, C, and D would apply if the template were editable, but they are not possible in a locked template.

References:

Workday Feedback configuration documentation.

Workday Pro Talent & Performance certification study material: "Locked templates prevent managers from adding or editing questions. Only the delivered questions are used."

### NEW QUESTION # 40

What task do you configure to use suggested skills?

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

**Answer: C**

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 # 41

You want to ensure consistency when reporting responses on specific feedback templates. What functionality prevents workers from changing questions on a feedback template?

- A. Lock Template
- B. Question Tags
- C. Condition Rules
- D. Template Type

**Answer: A**

Explanation:

- \* To ensure consistent reporting, feedback templates can be set as Locked.
- \* A Locked Feedback Template prevents managers or workers from modifying the questions—no additions, edits, or deletions are allowed.
- \* Other options are not correct:
- \* Condition Rules# used for dynamic behavior and field visibility, not for locking questions.
- \* Template Type# defines type (e.g., Feedback vs. Review), not question editability.
- \* Question Tags# used for categorization and reporting but do not prevent changes.

References:

Workday Talent & Performance configuration material: "Lock Template prevents edits to template questions." Workday Pro certification study content on feedback management.

### NEW QUESTION # 42

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