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

Topic	Details
Topic 1	<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 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>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 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>• 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>

## Workday Pro Talent and Performance Exam Sample Questions (Q35-Q40):

### NEW QUESTION # 35

What option is available for managing your succession plans?

- A. Add employees to succession plan via the Find Workers report.
- B. Allow external candidates and employees to be assigned on succession plans based on related skills.
- C. Add employees to the succession plan from a talent pool.
- D. Add job profiles to succession plans via the Find Workers report.

**Answer: A**

Explanation:

\* In Workday, when managing Succession Plans, you can directly add employees by searching for them in the Find Workers report.

\* Incorrect options:

- \* A. Adding employees from a talent pool is possible for development, but not a delivered method for populating succession plans.
- \* B. External candidates cannot be directly assigned to succession plans; succession focuses on internal talent.
- \* C. Job profiles are the object succession plans are created for, not what you add via Find Workers.

References:

Workday Succession Planning Guide: "Use the Find Workers report to identify and add employees to succession plans." Pro Talent & Performance exam materials confirm this process.

### NEW QUESTION # 36

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

**Answer: C**

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 # 37

Your organization has detailed new goals that are tied to your divisions. The manager of each division needs to create a goal, then

distribute that goal to their direct reports.  
What task do managers use to accomplish this?

- A. Maintain Goal Completion Statuses
- B. Add Goal To Employees
- C. Create Goal for Worker
- **D. Manage Organization Goals**

**Answer: D**

Explanation:

- \* Add Goal To Employees is used for bulk assigning existing goals to workers, not for creating new organizational goals.
- \* Maintain Goal Completion Statuses is used to track and update progress, not goal creation.
- \* Create Goal for Worker applies only to individual workers.
- \* Manage Organization Goals is the correct task for a manager to create a goal at the division or supervisory organization level and cascade it to their direct reports.

References:

Workday Talent & Performance: Goal Management.

Workday Pro study guide: "Managers use Manage Organization Goals to create and cascade organizational goals to their teams."

### NEW QUESTION # 38

What do you use a talent pool for?

- A. To assess the readiness of internal candidates and consider external candidates for job profiles.
- B. To organize workers by hierarchical structure.
- C. To create a short list of ranked candidates who are preparing to take over a position.
- **D. To organize and segment groups of workers for development.**

**Answer: D**

Explanation:

- \* Talent Pools are designed to group employees for development and succession planning purposes.
- \* They help organizations track readiness, identify high potentials, and prepare workers for future roles.
- \* Incorrect options:
- \* A. Organizing by hierarchy is done via Supervisory Organizations, not talent pools.
- \* B. A short list of ranked candidates is closer to Succession Planning, not talent pools.
- \* D. Assessing readiness for job profiles (including external candidates) is Succession Planning, not pools.

References:

Workday Talent Management Guide: "Talent pools are collections of workers for development and growth opportunities." Workday Pro Talent & Performance certification prep.

### NEW QUESTION # 39

You recently created a talent pool to help develop potential new managers. You added ten managers to the pool. Now you want to assign two self-development goals to each member of the talent pool.

What task allows you to assign those two goals to all members in one event?

- A. Create Goal for Worker
- B. Maintain Goals Setup
- C. Manage Organization Goals
- **D. Add Goal To Employees**

**Answer: D**

Explanation:

In Workday Talent & Performance, when you want to assign goals to a group of employees (such as everyone in a talent pool), you must use the "Add Goal To Employees" task.

Here's why:

- \* Create Goal for Worker
- \* This task is specific to one worker at a time. It would not allow you to mass-assign goals to multiple workers.

- \* Suitable when you want to add a goal for an individual employee.
- \* Manage Organization Goals
- \* Used to define organization-wide goals (e.g., company objectives).
- \* These can be cascaded, but they are not tied to an action that assigns two goals directly to all members of a talent pool.
- \* Maintain Goals Setup
- \* This is for configuring goal settings (e.g., categories, weights, behaviors) at the tenant level.
- \* It doesn't execute the action of assigning goals to workers.
- \* Add Goal To Employees
- \* Specifically designed for mass goal assignment.
- \* You can select multiple employees (for example, all 10 members of your talent pool) and assign the same goals in a single event.
- \* This is the only option that fulfills the requirement of assigning two self-development goals to all members in one step.

#### #References

- \* Talent & Performance Study Guide topics:
- \* Goal Management: Covers the difference between worker-specific vs. mass goal actions.
- \* Talent Pools: Workday documentation explains that pools are often used for succession planning and development, and "Add Goal to Employees" is the correct bulk action for assigning development activities.
- \* External Training Reference: ERP Cloud Training notes that "The Add Goal To Employees task allows administrators to assign multiple goals across groups such as talent pools or organizations, enabling faster alignment with development plans." #web source on Talent & Performance training#
- \* Workday Pro Talent & Performance Flashcards: Confirm that the correct way to mass assign goals is via Add Goal To Employees task, not Manage Organization Goals (which is only for defining org-level goals).

#### NEW QUESTION # 40

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