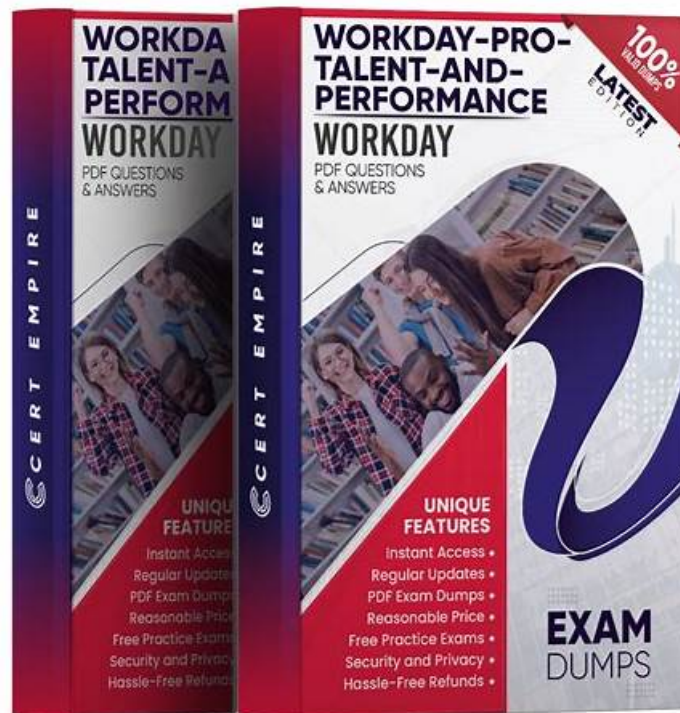


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<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.
Topic 2	<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 3	<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 4	<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 5	<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.
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Workday Pro Talent and Performance Exam Sample Questions (Q23-Q28):

NEW QUESTION # 23

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 # 24

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. Both the Talent Review business process security policy and the Talent Review domain 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. The Talent Review business process 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 # 25

A manager starts the Assess My Team's Potential task.

What option allows them to suggest workers for a job profile and if enabled tracking potential successors for a succession plan?

- A. Review Rating
- **B. Nominations**
- C. Retention
- D. Achievable Level

Answer: B

Explanation:

- * In the Assess My Team's Potential task, managers can make Nominations:

- * Suggest workers for specific job profiles.

- * Track potential successors for succession plans (if enabled).

- * Incorrect options:

- * A. Achievable Level # indicates ceiling level, not succession tracking.

- * B. Retention # measures likelihood of leaving, unrelated to succession nominations.

- * C. Review Rating # performance measure, not tied to suggesting successors.

References:

Workday Talent & Succession Guide: "Nominations in Assess My Team's Potential allow managers to suggest successors and link to succession plans."

NEW QUESTION # 26

What field does Workday require when you create a competency?

- A. Proficiency Rating Scale
- B. Category
- **C. Name**
- D. Competency Description

Answer: C

Explanation:

When creating a Competency in Workday Talent & Performance, the system enforces certain required fields.

* Name:

* This is the mandatory field. Every competency must have a name so it can be identified in job profiles, performance reviews, and talent pools.

* Without a name, Workday will not allow you to save or proceed.

* Proficiency Rating Scale:

* This is important for measuring competencies (e.g., Basic # Intermediate # Advanced # Expert).

* However, it is not required at the point of creation. If you don't assign one, the system can still save the competency, though you may not be able to rate employees effectively without linking a scale later.

* Competency Description:

* Highly recommended for clarity and reporting.

* But this field is optional, not enforced by Workday.

* Category:

* Used to group competencies (e.g., Leadership, Technical, Communication).

* Again, optional and for organizational purposes only.

Thus, while other fields add functionality and structure, the only required field to create a competency is the Name.

#References

* Talent & Performance Learning Material: Competencies are created with "Name" as required, while "Description, Proficiency Scale, and Category" are optional metadata used to support evaluation and reporting.

* Workday Pro Talent & Performance study outlines: Under the Competencies section, it explicitly states: "The only mandatory field is Name. Description, Proficiency Rating Scale, and Category are optional fields that can be configured for richer competency management."

#web source Talent & Performance training + community notes#
* ERP Cloud Training - Workday Talent & Performance course: Highlights that "Name is required when creating a competency; all other fields are optional depending on business needs."

NEW QUESTION # 27

Refer to the following scenario to answer the question below.

Maintain Goal Setup

Configure Individual Goals

Process	*Field	*Criteria	Enforce Required in Web Services	Hidden For	Required For
Manage Goals					

> More Information

Configure Organization Goals

Organization Alignment ☐

Organization Goal Allows Organization Alignment Through Hierarchy ☐

Default Organization Goal to Private ☐

Enable Percent Complete ☐

Allow Automatic Calculation of Percent Complete ☐

Configure Goals In Reviews

Lock Goals Associated with In Progress Reviews ☐

Allow Deletion of Goals Associated with Reviews ☐

Allow Ordering of Goals in Reviews ☐

Maintain Goal Units Maintain Goal Payout Bands Configure Talent Tags **Maintain Goal Categories** Maintain Goal Periods Maintain Goal Completion Statuses

An enterprise creates organizational goals that include the following criteria:

- * The organizational goals span five years.
- * Workers can align their individual goals with the organizational goals.
- * Workers must provide a description for each individual goal.

* Each individual goal must fall within one of three groupings.
 When workers create their goals, they need to include a goal description.
 Where do you make the goal description a required field?

- A. Configure Organization Goals section
- **B. Configure Individual Goals section**
- C. Maintain Goal Units task
- D. Maintain Goal Categories task

Answer: B

Explanation:

* To make specific goal fields mandatory (such as requiring a goal description), you must configure this in the **Configure Individual Goals** section of the **Maintain Goal Setup** task.

* In this section, administrators define which fields are:

- * Required (must be completed by the worker),
- * Optional, or
- * Hidden (not shown to users).

* The **Maintain Goal Categories** task only sets up categories such as Innovation, Financial, Productivity.

* The **Maintain Goal Units** task configures measurement units (e.g., percentages, dollars).

* The **Configure Organization Goals** section governs how enterprise-level organizational goals behave, but does not control whether an individual field like "Description" is required.

Therefore, to enforce that workers must always provide a goal description, you configure this requirement in the **Configure Individual Goals** section.

References:

Workday Talent & Performance Admin Guide: "Configure Individual Goals section allows fields such as description, due date, and measurement to be marked as required or optional." Workday Pro Talent & Performance study material confirms: "Goal description requirements are set in Configure Individual Goals, not in organization goal setup or categories."

NEW QUESTION # 28

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