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

Topic	Details
Topic 1	<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 2	<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 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"> 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.

Workday Pro Talent and Performance Exam Sample Questions (Q14-Q19):

NEW QUESTION # 14

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

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.

Workers' individual goals fall within one of three groups: Innovation, Financial, or Productivity.

Where do you configure the groupings?

- A. Configure Goals to Review section
- **B. Maintain Goal Categories** task
- C. Configure Talent Tags task
- D. Configure Organization Goals section

Answer: B

Explanation:

- * In the scenario, each worker's goal must fall under one of three groupings: Innovation, Financial, Productivity.
- * These groupings are set up using Goal Categories.
- * The Maintain Goal Categories task allows administrators to define these categories and enforce categorization for goal entry.
- * Incorrect options:
 - * Configure Goals in Review section# affects reviews, not groupings.
 - * Configure Organization Goals section# applies to enterprise-level goals, not categorization.
 - * Configure Talent Tags task# defines tags used for reporting, not enforced groupings.

References:

Workday Goal Management admin setup: "Use Maintain Goal Categories to define groupings for goals." Workday Pro Talent & Performance certification material: Goals must be categorized via categories, not talent tags.

NEW QUESTION # 15

The HR department wants to gather talent information from their employees and managers.

What business process can they use?

- A. Complete Manager Evaluation
- **B. Launch Talent Review**
- C. Start Performance Review
- D. Launch Calibration

Answer: B

Explanation:

- * The Launch Talent Review business process is used by HR and Talent Partners to gather, review, and calibrate employee information from both employees and managers.
- * It provides a structured way to collect talent-related data (performance, potential, risk of loss, impact of loss, etc.) for workforce planning and succession.
- * Incorrect options:
 - * Complete Manager Evaluation# part of performance reviews, not general talent data gathering.

* Launch Calibration# aligns ratings but does not broadly gather talent information.

* Start Performance Review# focused on annual/performance evaluations, not holistic talent review.

References:

Workday Talent Review documentation: "Launch Talent Review is the business process to gather talent information from employees and managers."

NEW QUESTION # 16

How do dynamic talent pools determine pool membership?

- A. Based on the results of a saved search
- B. Based on the Compare Workers report
- C. Based on a custom report you define
- D. Based on manual selection

Answer: A

Explanation:

* Dynamic Talent Pools automatically determine membership by using the results of a saved search.

* This allows pool membership to update as workers meet or no longer meet the search criteria.

* Incorrect options:

* Compare Workers report# used for side-by-side comparison, not pool membership.

* Manual selection# applies to static pools, not dynamic.

* Custom report# not the driver; Workday specifically requires saved searches for dynamic pools.

References:

Workday Talent Pools configuration guide.

Workday Pro exam material: "Dynamic pools are maintained by saved search results."

NEW QUESTION # 17

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.

You need to create a new annual review template with several sections, including Feedback, Goals, Questions, and Competencies.

What component is not a prerequisite to create a new annual review template with these sections?

- A. Feedback Template
- B. Competencies
- C. Review Questions
- D. Review Types

Answer: D

Explanation:

* To create a review template with sections such as Feedback, Goals, Questions, and Competencies, you must have these components configured in advance:

* Review Questions# required if the template uses a questions section.

* Feedback Template# required if a feedback section is included.

* Competencies# required if competencies are included.

* Review Types are not a prerequisite to create a review template. They categorize reviews (annual, quarterly, etc.) but are not required in template configuration.

References:

Workday Review Template setup guidelines.

Workday Pro training material: "Questions, feedback templates, and competencies must be configured to build corresponding review sections."

NEW QUESTION # 18

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

Answer: B

Explanation:

- * When using calibration with performance reviews, Workday requires reviews to be completed first before calibration begins.
- * The correct configuration is to insert the "Await Calibration Completion" service step into the **Complete Manager Evaluation for Performance Review** business 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 # 19

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