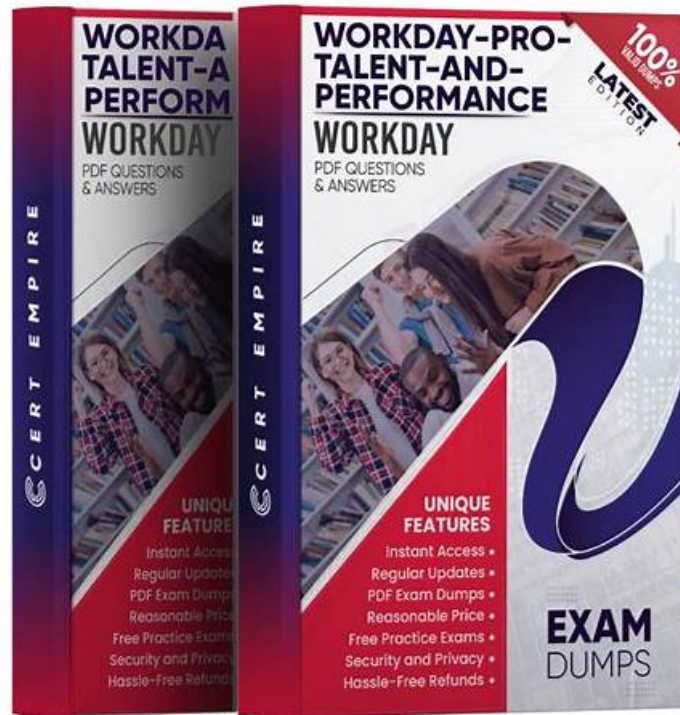


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<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 5	<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.

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Workday Pro Talent and Performance Exam Sample Questions (Q38-Q43):

NEW QUESTION # 38

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

Answer: B

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 # 39

During testing, you launched a Performance Review event with calibrations and all events are still in- progress. You notice that the goals are not populating as planned.

What is the first task you should run before you correct your configuration?

- A. The Mass Cancel Business Process task for Start Performance Review only, without the subprocesses
- **B. The Mass Rescind Business Process task for Start Performance Review only, including the subprocesses**
- C. The Mass Rescind Business Process task for Start Performance Review and Launch Calibration, without the subprocesses
- D. The Mass Cancel Business Process task for Start Performance Review and Launch Calibration, including the subprocesses

Answer: B

Explanation:

This scenario deals with testing a Performance Review event that includes calibrations. Since the goals are not populating as expected, you need to reset the process correctly before fixing the configuration.

Here's why the correct choice is Mass Rescind - Start Performance Review (including subprocesses):

* Rescind vs Cancel

* Rescind: Completely removes the business process instance and all of its subprocesses from the system as if it never occurred. This is the proper action during testing, because it clears the data and lets you start fresh with corrected configuration.

* Cancel: Stops the process, but leaves historical records behind. This is not ideal for configuration testing, because it doesn't fully reset the process state.

* Why Start Performance Review only (not Calibration)

* Calibration events are tied to performance reviews. If you rescind the performance review, the associated calibration processes are also cleared.

* If you attempt to rescind or cancel both Performance Review and Calibration separately, it can cause unnecessary complications.

* Why including subprocesses

* Performance Review has multiple subprocesses (e.g., goal population, manager review, employee self-evaluation, calibration triggers).

* To fully clear the faulty test run, you must include all subprocesses; otherwise, remnants of the process remain in-progress and may block future testing.

* Incorrect Options Explained

* A. Mass Rescind (Performance Review + Calibration, no subprocesses) # Wrong, because calibration rescinds automatically when you rescind the review, and leaving out subprocesses creates incomplete cleanup.

* C. Mass Cancel (Performance Review + Calibration, with subprocesses) # Wrong, because Cancel does not fully reset configuration testing.

* D. Mass Cancel (Performance Review only, no subprocesses) # Wrong, same reason: Cancel is insufficient, and leaving subprocesses active breaks cleanup.

References

* Workday Pro Talent & Performance Study Guide - Calibration & Performance Reviews: "When testing configuration errors, rescind the performance review with all subprocesses. Do not cancel, as this preserves process history and does not allow a clean retest."

* ERP Cloud Training - Workday Performance Review & Calibration: "Rescind clears all subprocesses linked to the review, including calibration. Cancel only halts the process without fully removing it."

* Workday Community Documentation - Mass Business Process Actions: Confirms that Rescind fully clears test data, while Cancel leaves records intact.

NEW QUESTION # 40

Which configuration is responsible for determining what actions employees and managers can take during a talent review?

- A. Domain security
- B. Organization membership
- C. Employee potential
- **D. Talent review template rule**

Answer: D

Explanation:

This question is about Talent Reviews in Workday and what drives the permissions or actions that employees and managers can take during the review process.

Let's analyze the choices:

* A. Organization membership

* Incorrect.

- * Organization membership (e.g., supervisory org, talent pool) determines which workers are included in the review.
- * It does not determine what actions managers or employees can take.
- * B. Employee potential
- * Incorrect.
- * Employee potential is an attribute (like performance, loss impact, retention risk) used for evaluation in the talent review grid.
- * It informs the content of the review, not the actions available to participants.
- * C. Domain security
- * Partially correct but not the best answer.
- * Domain security determines who has access to initiate or view Talent Reviews, but it does not drive process actions inside the review (such as rating, adding notes, or calibrating).
- * D. Talent review template rule
- * Correct.
- * The Talent Review Template Rule defines the configuration of the talent review process, including:
 - * Which sections appear (e.g., 9-box grid, attributes, notes).
 - * Which actions participants (employees, managers, HR partners) can perform.
 - * Whether calibration is enabled, whether participants can move employees between grid boxes, and other interactive review behaviors.
- * This is the configuration responsible for controlling what employees and managers can do during a talent review event. Therefore, the correct answer is Talent review template rule.

#References

- * Workday Pro Talent & Performance Certification Guide - Talent Reviews: "The talent review template rule determines the structure of the review and what actions participants may take during the review."
- * ERP Cloud Training - Workday Talent Reviews: "Template rules control functionality such as allowing participants to update potential ratings, add notes, or move workers in the grid. Security domains only manage access."
- * Workday Community Documentation - Talent Review Configuration: Confirms that template rules define the actions and behaviors within a talent review session.

NEW QUESTION # 41

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

Answer: A

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.

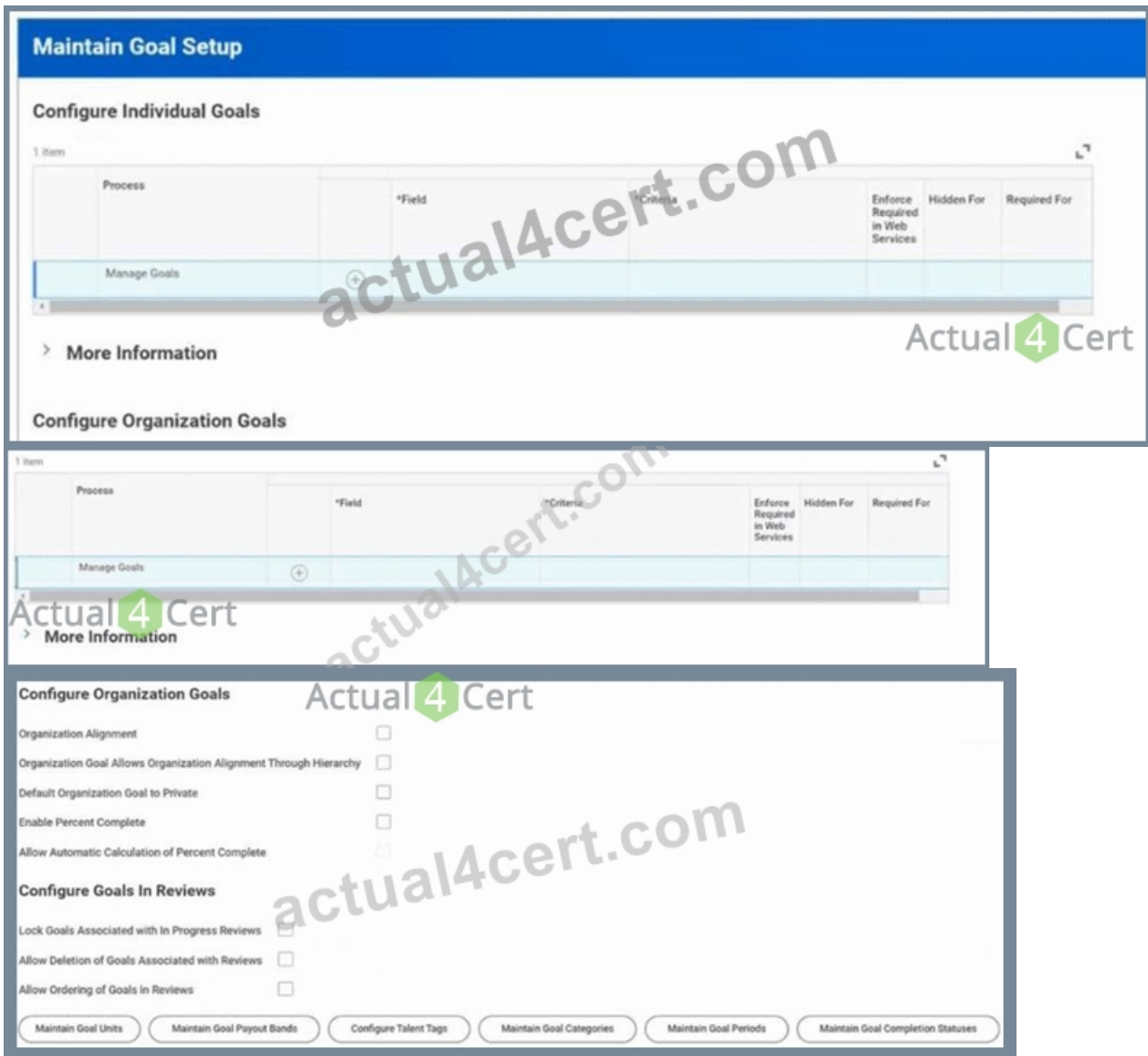
References:

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 # 42

Refer to the following scenario to answer the question below.



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 # 43

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