

Workday-Pro-Talent-and-Performance Certification Practice | Exam Workday-Pro-Talent-and-Performance Materials



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

Topic	Details
Topic 1	<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 2	<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 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"> 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.

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

NEW QUESTION # 38

You are using a performance review template and a goal is not populating into an employee's review. What could cause this issue?

- A. The goal due date falls outside the period start and end dates of the template.
- B. The goal has milestones that are not in Complete status.
- C. The goal was created using the Cascade Goals business process.
- D. The goal is in Not Started status.

Answer: A

Explanation:

- * For a goal to populate into a performance review, its due date must align with the review template's start and end period.
- * If the goal falls outside that timeframe, Workday will not pull it into the review.
- * Other options are not correct:
 - * Cascade Goals# does not prevent goals from being included.
 - * Milestones not Complete# milestone status does not block goal population.
 - * Not Started status# goals can still populate even if not started.

References:

Workday Performance Review setup guide: "Goals populate into reviews if their due dates fall within the template's defined period."
Workday Pro Talent & Performance exam prep: Goal alignment with template period is required.

NEW QUESTION # 39

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

Answer: C

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 # 40

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. Add Goal To Employees
- C. Maintain Goal Completion Statuses
- 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 # 41

What functionality prevents managers from having visibility to peer-to-peer feedback?

- A. Confidential Feedback
- B. Anonymity
- C. Feedback Badges
- D. Private Feedback

Answer: D

Explanation:

- * Private Feedback ensures that only the feedback recipient can see the comments.
- * This means managers have no visibility to peer-to-peer private feedback.
- * Other options:
 - * Confidential Feedback# visible to both the worker and their manager.
 - * Feedback Badges# recognition icons, not a visibility control.
 - * Anonymity# hides the feedback giver's name but does not control manager visibility.

References:

Workday Talent & Performance documentation: Private vs. Confidential feedback visibility.

NEW QUESTION # 42

Refer to the following scenario to answer the question below.

Maintain Goal Setup

Configure Individual Goals

1 Item

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

> More Information

Configure Organization Goals

1 Item

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

> More Information

Configure Organization Goals

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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. Configure Talent Tags task
- C. Configure Organization Goals section
- D. **Maintain Goal Categories** task

Answer: D

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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