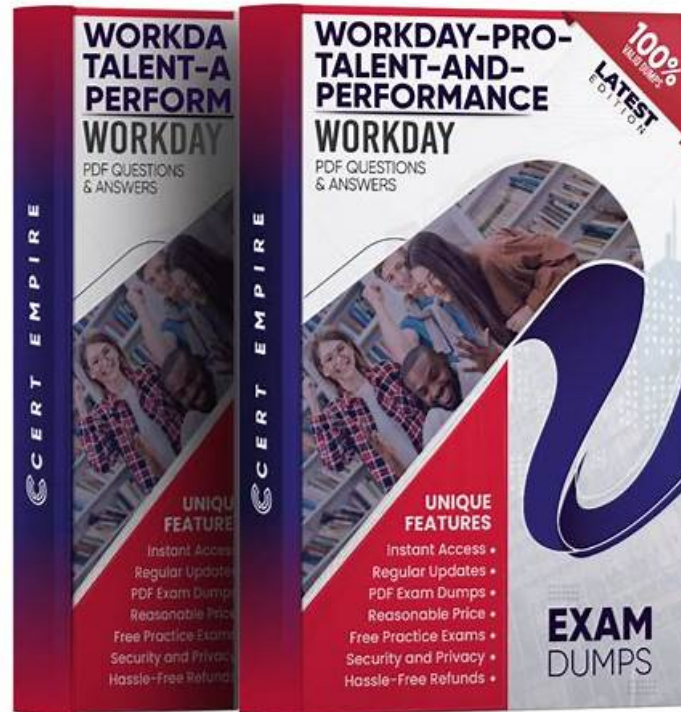


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## Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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 3	<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>

Topic 4	<ul style="list-style-type: none"> <li>• <b>Performance Enablement:</b> 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 5	<ul style="list-style-type: none"> <li>• <b>Talent Management (TM):</b> 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>

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## Workday-Pro-Talent-and-Performance Exam Simulations & Workday-Pro-Talent-and-Performance Exam Tests

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### Workday Pro Talent and Performance Exam Sample Questions (Q37-Q42):

#### NEW QUESTION # 37

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

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

**Answer: B**

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 # 38

What task do you configure to use suggested skills?

- **A. Maintain Skills and Experience Setup**
- B. Edit Tenant Setup - System
- C. Configure Optional Fields
- D. Edit Tenant Setup - HCM

**Answer: A**

Explanation:

- \* Suggested skills functionality is enabled and configured using the Maintain Skills and Experience Setup task.
- \* This controls whether Workday will suggest skills to workers based on their profiles and activity.
- \* Incorrect options:

- \* Edit Tenant Setup - System and Edit Tenant Setup - HCM# global settings, not skill suggestions.
- \* Configure Optional Fields# defines visibility of fields but not skill suggestion functionality.

References:

Workday Talent & Performance documentation: "Suggested skills are configured in Maintain Skills and Experience Setup." Pro Talent certification material confirms this task.

### NEW QUESTION # 39

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.

For the annual review, you need a new review template. This template must contain sections for both professional and personal goals.

What task do you need to configure before you can create the new template?

- **A. Maintain Employee Review Section Types**
- B. Maintain Goal Setup
- C. Maintain Employee Review Setup
- D. Maintain Goal Periods

**Answer: A**

Explanation:

- \* Before creating a review template, you must define the section types available in reviews.
- \* Since the template requires two different goal sections (professional and personal), you must configure them as Employee Review Section Types.
- \* Incorrect options:
- \* A. Maintain Goal Periods # defines timeframes, not template sections.
- \* C. Maintain Goal Setup # configures goal rules, not review template sections.
- \* D. Maintain Employee Review Setup # overall setup but does not define section types.

References:

Workday Employee Review Template admin documentation.

Workday Pro exam study guide: "Use Maintain Employee Review Section Types to enable multiple goal sections in review templates."

### NEW QUESTION # 40

An enterprise wants to create their own list of skills and use them as search facets in reports.

What type of skills can they create to accomplish this?

- A. Skills Cloud skills
- **B. Maintained skills**
- C. Crowdsourced skills
- D. Synonymous skills

**Answer: B**

Explanation:

Comprehensive Detailed Explanation

- \* Enterprises can create Maintained Skills-custom-defined skills that are stored and searchable in their tenant.
- \* These can also be configured as search facets in reports, supporting custom analysis.
- \* Incorrect options:
- \* Skills Cloud skills# Workday-delivered universal ontology, not customer-specific.
- \* Crowdsourced skills# skills suggested by workers, not controlled enterprise lists.
- \* Synonymous skills# system-recognized synonyms, not customer-defined lists.

References:

Workday Skills Configuration documentation: Maintained skills can be created for tenant-level use in searches and reports.

### NEW QUESTION # 41

For additional managers to participate in an employee's performance review, the employee's direct manager receives the Additional Manager task in their Inbox. They enter the employee's matrix manager, former manager, and a manager who works closely with the employee.

When they submit the task, an error displays. Why did the error occur?

- A. You can only select additional managers who are members of the Manager security group.
- B. You can only select up to two additional managers.
- C. Additional managers cannot receive a review that includes a Feedback section.
- **D. Additional managers can only receive a review that includes a Competencies section.**

**Answer: D**

Explanation:

\* For Additional Managers to evaluate, the template must include a Competencies section.

\* If a review lacks competencies, additional managers cannot complete evaluations, and the system throws an error.

\* Incorrect options:

\* A. Feedback section # does not block additional managers.

\* B. Manager security group # any nominated reviewer with correct access can be added; not restricted only to security group membership.

\* D. Up to two additional managers # there is no hard limit of two; multiple can be assigned.

References:

Workday template setup documentation: Additional Manager Evaluation requires competencies.

Workday Pro certification prep: "Additional managers must evaluate competencies; otherwise, an error displays."

### NEW QUESTION # 42

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