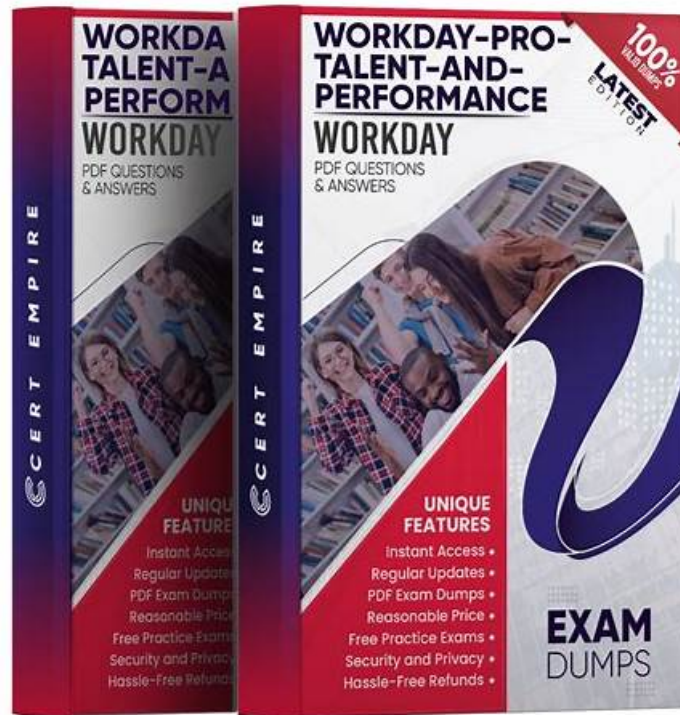


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Workday Pro Talent and Performance Exam Sample Questions (Q20-Q25):

NEW QUESTION # 20

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.

The current five-year timeframe for organizational goals is ending and you want to create new organizational goals.

What task do you use to create the next five-year cycle?

- **A. Maintain Goal Periods**
- B. Maintain Goal Categories
- C. Maintain Goal Completion Statuses
- D. Maintain Goal Payout Bands

Answer: A

Explanation:

- * Organizational goals are tied to goal periods, which define the timeframe (e.g., annual, multi-year, or in this case, a five-year cycle).
- * When the current five-year period ends, you must create a new goal period in order to define the next cycle of organizational goals.
- * The other tasks do not apply here:
- * Maintain Goal Categories# defines groupings such as Innovation, Financial, Productivity, but does not manage timeframes.
- * Maintain Goal Payout Bands# used for goal-linked compensation or incentive payouts.
- * Maintain Goal Completion Statuses# manages status labels such as "Not Started, In Progress, Complete," not periods.

Therefore, to establish the next five-year organizational goal cycle, you use the Maintain Goal Period task.

References:

Workday Talent & Performance configuration documentation: "Maintain Goal Periods allows organizations to define new cycles (e.g., annual or multi-year) for organizational and individual goals." Workday Pro Talent & Performance certification material: "Organizational goal cycles are created and managed via Maintain Goal Periods."

NEW QUESTION # 21

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

Answer: C

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 # 22

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

Answer: A

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 # 23

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. Retention
- B. Nominations
- C. Review Rating
- 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 # 24

What option is available for managing your succession plans?

- A. Add employees to the succession plan from a talent pool.
- **B. Add employees to succession plan via the Find Workers report.**
- C. Add job profiles to succession plans via the Find Workers report.
- D. Allow external candidates and employees to be assigned on succession plans based on related skills.

Answer: B

Explanation:

* In Workday, when managing Succession Plans, you can directly add employees by searching for them in the Find Workers report.

* Incorrect options:

* A. Adding employees from a talent pool is possible for development, but not a delivered method for populating succession plans.

* B. External candidates cannot be directly assigned to succession plans; succession focuses on internal talent.

* C. Job profiles are the object succession plans are created for, not what you add via Find Workers.

References:

Workday Succession Planning Guide: "Use the Find Workers report to identify and add employees to succession plans." Pro Talent & Performance exam materials confirm this process.

NEW QUESTION # 25

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