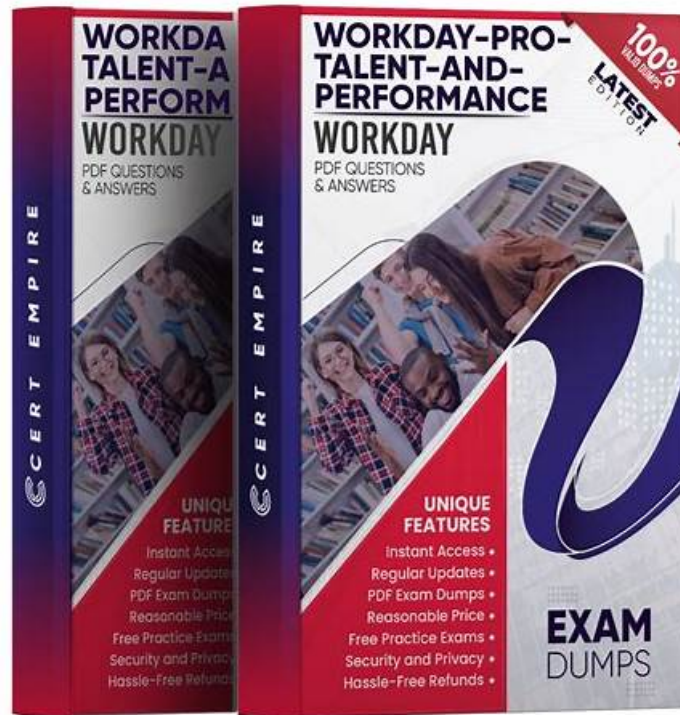


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

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">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 3	<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 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.

Workday Pro Talent and Performance Exam Sample Questions (Q44-Q49):

NEW QUESTION # 44

What field does Workday require when you create a competency?

- A. Proficiency Rating Scale
- B. Name**
- C. Category
- D. Competency Description

Answer: B

Explanation:

When creating a Competency in Workday Talent & Performance, the system enforces certain required fields.

* Name:

* This is the mandatory field. Every competency must have a name so it can be identified in job profiles, performance reviews, and talent pools.

* Without a name, Workday will not allow you to save or proceed.

* Proficiency Rating Scale:

* This is important for measuring competencies (e.g., Basic # Intermediate # Advanced # Expert).

* However, it is not required at the point of creation. If you don't assign one, the system can still save the competency, though you may not be able to rate employees effectively without linking a scale later.

* Competency Description:

* Highly recommended for clarity and reporting.

* But this field is optional, not enforced by Workday.

* Category:

* Used to group competencies (e.g., Leadership, Technical, Communication).

* Again, optional and for organizational purposes only.

Thus, while other fields add functionality and structure, the only required field to create a competency is the Name.

#References

* Talent & Performance Learning Material: Competencies are created with "Name" as required, while "Description, Proficiency Scale, and Category" are optional metadata used to support evaluation and reporting.

* Workday Pro Talent & Performance study outlines: Under the Competencies section, it explicitly states: "The only mandatory field is Name. Description, Proficiency Rating Scale, and Category are optional fields that can be configured for richer competency management." #web source Talent & Performance training + community notes#

* ERP Cloud Training - Workday Talent & Performance course: Highlights that "Name is required when creating a competency; all other fields are optional depending on business needs."

NEW QUESTION # 45

You want to define level-based behavioral indicators for proficiency ratings on a competency.

What criteria can you use?

- A. Talent Pool
- B. Management Level
- C. Job Profile
- D. Supervisory Organization

Answer: C

Explanation:

* Behavioral indicators can be tied to proficiency rating levels on a competency to describe expected behaviors at each level.

* These indicators are assigned by Job Profile.

* Other options (Supervisory Organization, Management Level, Talent Pool) are not used to define behavioral indicators.

* Linking by Job Profile allows organizations to customize behaviors expected for different roles.

References:

Workday Talent & Performance competency management documentation.

Workday Pro Talent & Performance training material: "Behavioral indicators are assigned at the job profile level to define expected behaviors for each proficiency rating."

NEW QUESTION # 46

You want to ensure consistency when reporting responses on specific feedback templates.

What functionality prevents workers from changing questions on a feedback template?

- A. Question Tags
- B. Lock Template
- C. Template Type
- D. Condition Rules

Answer: B

Explanation:

* To ensure consistent reporting, feedback templates can be set as Locked.

* A Locked Feedback Template prevents managers or workers from modifying the questions—no additions, edits, or deletions are allowed.

* Other options are not correct:

* Condition Rules# used for dynamic behavior and field visibility, not for locking questions.

* Template Type# defines type (e.g., Feedback vs. Review), not question editability.

* Question Tags# used for categorization and reporting but do not prevent changes.

References:

Workday Talent & Performance configuration material: "Lock Template prevents edits to template questions." Workday Pro certification study content on feedback management.

NEW QUESTION # 47

An organization has recently started the talent review process. A manager wants to take action on assigned tasks, while also viewing the team's current performance ratings and potential assessments.

What report would allow the manager to do so?

- **A. Talent Review Status Summary report**
- B. Talent Snapshot report
- C. My Team's Performance Reviews report
- D. Employee Review Status Summary report

Answer: A

Explanation:

* The Talent Review Status Summary report provides managers with visibility into their team's current performance ratings, potential assessments, and status within the talent review cycle.

* It also allows them to take action on assigned tasks during the process.

* Incorrect options:

* A. Employee Review Status Summary # shows progress of performance reviews, not talent reviews.

* C. My Team's Performance Reviews # focused only on performance review tasks.

* D. Talent Snapshot # shows detailed worker profiles, not task/action tracking in talent reviews.

References:

Workday delivered reporting catalog.

Workday Pro Talent Review training content.

NEW QUESTION # 48

What statement describes the Skills Cloud feature?

- A. Skills Cloud only accesses customer-tenanted skills.
- B. Skills Cloud prevents enterprises from adding their own skills.
- C. Skills Cloud requires an Innovation Services subscription.
- **D. Skills Cloud is automatically available.**

Answer: D

Explanation:

* Workday Skills Cloud is a delivered feature included automatically with Workday tenants.

* It uses machine learning to normalize skills across the system.

* Incorrect options:

* A. Only accesses customer-tenanted skills # false, it includes Workday's universal skills ontology.

* B. Prevents enterprises from adding skills # false, enterprises can add custom skills.

* C. Requires Innovation Services subscription # false, Skills Cloud is included automatically, not a paid add-on.

References:

Workday Skills Cloud overview: "Skills Cloud is automatically enabled and does not require additional licensing."

NEW QUESTION # 49

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