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

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>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.</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>• <b>Configurable Security:</b> 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>Operational Reporting:</b> 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 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 Sample Questions (Q14-Q19):**

#### **NEW QUESTION # 14**

While configuring the Performance Review business process, you added a Complete Additional Manager Evaluation step. However, when testing, the manager is not receiving the Inbox task to select other managers.

What do you configure on the employee review template to route this step to the manager's Inbox?

- A. Add a competencies section to the template.
- B. Require Additional Managers to enter a comment in the Overall section.
- C. Add a rule in the Applies To field to limit performance reviews to workers with additional jobs.
- **D. Enable the Additional Manager Evaluation for All Sections on the Other Reviewer Options section.**

**Answer: D**

Explanation:

\* When you add a Complete Additional Manager Evaluation step in the Performance Review BP, the system only generates the Inbox task if the employee review template is configured to allow it.

\* This is controlled in the Other Reviewer Options section of the template.

\* You must enable "Additional Manager Evaluation for All Sections" for the task to route correctly.

\* Incorrect options:

\* A. Adding a competencies section is unrelated to routing.

\* B. Requiring comments in the Overall section doesn't trigger the step.

\* D. Applies To field rules limit applicability but won't control routing to the direct manager.

References:

Workday Employee Review Template configuration guide.

Workday Pro exam material: "Enable Additional Manager Evaluation for All Sections in the template to activate the BP step."

#### **NEW QUESTION # 15**

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.
- When workers create their goals, they need to include a goal description.  
Where do you make the goal description a required field?

- A. Maintain Goal Units task
- B. Configure Organization Goals section
- **C. Configure Individual Goals section**
- D. Maintain Goal Categories task

**Answer: C**

Explanation:

- \* To make specific goal fields mandatory (such as requiring a goal description), you must configure this in the **Configure Individual Goals** section of the **Maintain Goal Setup** task.
  - \* In this section, administrators define which fields are:
    - \* Required (must be completed by the worker),
    - \* Optional, or
    - \* Hidden (not shown to users).
  - \* The **Maintain Goal Categories** task only sets up categories such as Innovation, Financial, Productivity.
  - \* The **Maintain Goal Units** task configures measurement units (e.g., percentages, dollars).
  - \* The **Configure Organization Goals** section governs how enterprise-level organizational goals behave, but does not control whether an individual field like "Description" is required.
- Therefore, to enforce that workers must always provide a goal description, you configure this requirement in the **Configure Individual Goals** section.

References:

Workday Talent & Performance Admin Guide: "Configure Individual Goals section allows fields such as description, due date, and measurement to be marked as required or optional." Workday Pro Talent & Performance study material confirms: "Goal description requirements are set in Configure Individual Goals, not in organization goal setup or categories."

## NEW QUESTION # 16

What statement describes the Skills Cloud feature?

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

**Answer: C**

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 # 17

You want to launch performance reviews with calibration. However, during calibration you do not want managers to receive performance review-related Inbox tasks.

What step should you add to the configuration to allow this?

- A. A To Do step in the Launch Calibration business process
- B. The Shared Participation step in the Launch Calibration business process

- C. The Update Performance Review Ratings for Manager Evaluation step in the Complete Manager Evaluation business process
- **D. The Await Calibration Completion service step in the Complete Manager Evaluation business process**

**Answer: D**

Explanation:

- \* To prevent managers from receiving Inbox tasks during calibration, you configure the Await Calibration Completion service step in the Complete Manager Evaluation BP.
- \* This holds manager evaluation tasks until calibration is finalized.
- \* Incorrect options:
- \* To Do step in Launch Calibration# only provides reminders, does not prevent tasks.
- \* Update Performance Review Ratings step# allows updates after calibration but doesn't prevent tasks.
- \* Shared Participation step# controls collaboration in calibration, not blocking Inbox tasks.

References:

Workday calibration process documentation.

Workday Pro certification: "Use Await Calibration Completion to pause manager evaluations until calibration ends."

### NEW QUESTION # 18

What do you use a talent pool for?

- **A. To organize and segment groups of workers for development.**
- B. To organize workers by hierarchical structure.
- C. To assess the readiness of internal candidates and consider external candidates for job profiles.
- D. To create a short list of ranked candidates who are preparing to take over a position.

**Answer: A**

Explanation:

- \* Talent Pools are designed to group employees for development and succession planning purposes.
- \* They help organizations track readiness, identify high potentials, and prepare workers for future roles.
- \* Incorrect options:
- \* A. Organizing by hierarchy is done via Supervisory Organizations, not talent pools.
- \* B. A short list of ranked candidates is closer to Succession Planning, not talent pools.
- \* D. Assessing readiness for job profiles (including external candidates) is Succession Planning, not pools.

References:

Workday Talent Management Guide: "Talent pools are collections of workers for development and growth opportunities." Workday Pro Talent & Performance certification prep.

### NEW QUESTION # 19

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