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

Topic	Details
Topic 1	<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 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">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 4	<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.
Topic 5	<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.

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Workday Pro Talent and Performance Exam Sample Questions (Q35-Q40):

NEW QUESTION # 35

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. Create Goal for Worker
- B. Add Goal To Employees
- **C. Manage Organization Goals**
- D. Maintain Goal Completion Statuses

Answer: C

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 # 36

The HR department wants to gather talent information from their employees and managers.

What business process can they use?

- A. Start Performance Review
- B. Complete Manager Evaluation
- **C. Launch Talent Review**
- D. Launch Calibration

Answer: C

Explanation:

- * The Launch Talent Review business process is used by HR and Talent Partners to gather, review, and calibrate employee

information from both employees and managers.

* It provides a structured way to collect talent-related data (performance, potential, risk of loss, impact of loss, etc.) for workforce planning and succession.

* Incorrect options:

* Complete Manager Evaluation# part of performance reviews, not general talent data gathering.

* Launch Calibration# aligns ratings but does not broadly gather talent information.

* Start Performance Review# focused on annual/performance evaluations, not holistic talent review.

References:

Workday Talent Review documentation:"Launch Talent Review is the business process to gather talent information from employees and managers."

NEW QUESTION # 37

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. Achievable Level
- B. Review Rating
- C. Nominations
- D. Retention

Answer: C

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 # 38

As an administrator, what is an attribute of feedback badges?

- A. You can make badges required when entering feedback.
- B. You can delete badges at any time.
- C. You can allow recipients to decline badges.
- D. You can create custom badges using Workday-delivered icons.

Answer: A

Explanation:

In Workday Talent & Performance, feedback badges are a visual and motivational way to recognize employees when providing feedback. Administrators configure the rules and usage of these badges.

Let's carefully review the options:

* A. You can delete badges at any time.

* Not correct.

* Once a badge is actively in use (already given to workers in feedback), it cannot simply be deleted, because that would break historical data. Instead, administrators can make badges inactive, but they remain in the system for reporting integrity.

* B. You can make badges required when entering feedback.

* Correct.

* Workday configuration allows admins to require that feedback entries include a badge. This ensures that every feedback submission carries a visual, standardized recognition element alongside the narrative text.

* This aligns with the study guide under Feedback and Recognition, which highlights that "badges may be configured as required fields for any feedback process."

- * C. You can create custom badges using Workday-delivered icons.
 - * Not exactly.
 - * You can create custom badges, but you upload your own images/icons. Workday provides sample ones, but they aren't the only option. You are not restricted to Workday-delivered icons.
 - * D. You can allow recipients to decline badges.
 - * Incorrect.
 - * Employees cannot decline badges once they are attached to feedback. Feedback is submitted as part of the talent/performance process, and the badge is embedded.
- Therefore, the unique administrator attribute here is the ability to make badges required when entering feedback.
- #References
- * Workday Pro Talent & Performance Guide- Feedback Badges configuration: "Administrators can make badge selection mandatory when submitting feedback, ensuring consistent recognition across the organization."
 - * ERP Cloud Training (Talent & Performance Badges section): Confirms that badges can be required for feedback, cannot be declined by recipients, and must be inactivated (not deleted) when no longer in use.
 - * Workday Community (Feedback and Recognition documentation): Custom badges can be created by uploading images, not restricted to Workday-delivered icons.

NEW QUESTION # 39

Your organization launches talent reviews for the entire organization on an annual basis. You created a new Talent Lead security group to initiate the talent review event.

What do you need to modify to enable this configuration?

- A. Both the Talent Review business process security policy and the Talent Review domain security policy
- **B. Both the Launch Talent Reviews business process security policy and the Talent Review domain security policy**
- C. The Talent Review business process security policy
- D. The Launch Talent Reviews business process security policy

Answer: B

Explanation:

This scenario involves enabling a new security group (Talent Lead) to initiate Talent Review events in Workday. To achieve this, you need to configure both the business process security and domain security that govern Talent Reviews.

- * Launch Talent Reviews business process security policy
- * This policy controls who has permission to initiate the Talent Review event.
- * Without updating this, the new Talent Lead group cannot start the review process.
- * Talent Review domain security policy
- * This policy governs access to Talent Review objects, such as templates, review events, grids, and attributes.
- * Without updating domain security, even if the group can launch the process, they will not be able to view or interact with the talent review itself.
- * Incorrect alternatives
- * Option B (Launch Talent Reviews only): This would allow the group to initiate the process, but they would lack access to view or work with the reviews.
- * Option C (Talent Review business process security policy): There is no generic "Talent Review business process"; the correct one is "Launch Talent Reviews."
- * Option D (Talent Review business process + domain security): Misstated. The business process in question is "Launch Talent Reviews," not a general Talent Review business process.

Therefore, the correct answer is to update both the Launch Talent Reviews business process security policy and the Talent Review domain security policy so that the Talent Lead group has both initiation rights and access permissions.

References

- * Workday Pro Talent & Performance Certification Guide - Security in Talent Reviews: Explains that both business process security and domain security must be configured for security groups responsible for launching talent reviews.
- * ERP Cloud Training - Talent Review Security: Notes that business process security grants initiation rights, while domain security controls access to objects and review content.
- * Workday Community Documentation - Talent Review Setup: Confirms that both the Launch Talent Reviews business process policy and the Talent Review domain security policy must be modified when a new security group is added to initiate reviews.

NEW QUESTION # 40

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