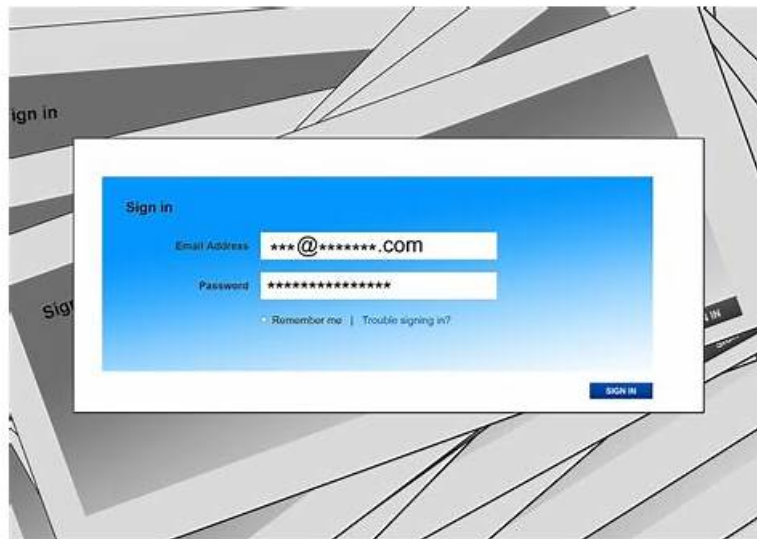


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Section	Objectives
Topic 1: Recruiting Business Processes	- Recruiting Subprocesses
	- Recruiting Process Steps
	- Dynamic Job Application Business Process
Topic 2: Workday HCM Fundamentals	- Business Processes
	- Security
	- Reporting
Topic 3: Recruiting Configuration	- Job Requisitions
	- Career Sites
	- Job Application Templates

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Workday Pro Recruiting Certification Sample Questions (Q10-Q15):

NEW QUESTION # 10

A candidate is moved from an evergreen requisition to job requisition. As of now, they cannot accept the job for personal reasons, but you want to keep the candidate available for future job requisitions associated with this evergreen.

What step do you take to allow the candidate to be available on the linked evergreen requisition for a future job?

- A. Use the Decline task.
- **B. Move candidate from linked job requisition back to the associated evergreen requisition.**
- C. Use the Copy Job Application task.
- D. Move candidate from linked job requisition to any evergreen requisition.

Answer: B

Explanation:

The candidate should be moved from the linked standard job requisition back to the associated evergreen requisition. This returns the candidate to the continuing pipeline and preserves their availability for other job requisitions linked to that evergreen requisition. Using Decline would conclude or disposition the candidate's current application without necessarily restoring their active pipeline relationship. Moving the candidate to any evergreen requisition could place them in an unrelated pool with a different job profile. Copy Job Application creates another application record but is not the correct mechanism for restoring the candidate to the originating evergreen pipeline.

The association matters because the evergreen requisition represents the job profile or recurring hiring need for which the candidate was originally sourced. Moving the candidate back retains the intended recruiting context and permits future movement to another linked requisition when circumstances change. The recruiter should record the appropriate reason and ensure the candidate remains eligible and interested in future opportunities. Study Guide reference: Configure Requisitions and Their Components - Evergreen Candidate Movement, Linked Job Requisitions, Returning Candidates to Pipelines, and Future Consideration. Workday Talent Acquisition

NEW QUESTION # 11

How do you change the visual theme and color scheme of an external career site to align with a company brand?

- **A. Create a brand and add it to the external career site.**
- B. Create a brand and add it to the job posting template.
- C. Create a brand and add it to the internal career site.
- D. Create a brand and add it to the job application template.

Answer: A

Explanation:

To change the visual theme and color scheme, an administrator creates a brand and associates it with the external career site. The brand controls supported candidate-facing presentation elements, allowing the site to align with the organization's visual identity. Adding the brand to an internal career site does not modify the external candidate experience. Job application templates control the structure and content of applications, while job posting templates control reusable posting content. Neither template is the container for the career site's overall visual theme.

Separating brand configuration from application and posting configuration allows one visual identity to be applied consistently across many postings and candidate interactions. It also permits organizations with multiple brands, regions, or business units to maintain distinct external sites without altering underlying requisition data. Administrators should verify colors, logos, accessibility contrast, responsive behavior, and the site's association with the correct brand before publishing changes. Study Guide reference: Career Sites - External Career Site Branding, Brands, Themes, Color Schemes, Job Posting Templates, and Job Application Templates.

Workday states that organizations can create career sites and content that reflect their employer brand. Workday Talent Acquisition

NEW QUESTION # 12

You configured the Ready for Hire subprocess to automatically reject the unsuccessful candidates after the job posting fills.

However, those applicants are not dispositioning automatically.

What is the next step to configure automatic dispositioning?

- A. In the Hire business process, add a condition rule to determine if the job is filled.
- B. In the Edit Tenant Setup - Recruiting task, select Enable Candidate Fields in Notifications checkbox.
- **C. In the Maintain Recruiting Dispositions task, select the Disposition Remaining Candidates checkbox.**
- D. In the Maintain Recruiting Dispositions task, select the Disposition Remaining Jobs checkbox.

Answer: C

Explanation:

Automatic rejection of unsuccessful applicants requires Disposition Remaining Candidates to be enabled in Maintain Recruiting Dispositions. This setting instructs Workday to disposition other active candidates when the requisition or applicable opening reaches the configured completion point.

The Ready for Hire subprocess can establish when the successful candidate advances, but it does not independently activate tenant-level dispositioning of all remaining candidates. Enable Candidate Fields in Notifications affects communication content and has no effect on disposition logic. A condition rule in Hire is not the delivered configuration for this requirement. "Disposition Remaining Jobs" does not correspond to the candidates who must be rejected.

Dispositioning is more than closing a posting. It assigns an outcome to unsuccessful candidates, removes them from active processing, and can trigger configured notifications. Administrators must also verify the applicable disposition reason, notification behavior, and any exceptions for candidates attached to multiple requisitions. The setting should be tested with a filled requisition to ensure only the intended remaining candidates are affected. Study Guide reference: Define Recruiting Business Processes - Ready for Hire, Maintain Recruiting Dispositions, Disposition Remaining Candidates, Automatic Rejection, and Candidate Notifications . Workday lists automated workflow and automatic candidate dispositioning among its Recruiting capabilities. Workday Recruiting datasheet

NEW QUESTION # 13

What step in the Offer business process allows your recruiters to review the offer document before it goes to the candidate?

- A. Generate Document
- **B. Review Documents**
- C. Make Offer Decision
- D. Propose Compensation Offer/Employment Agreement

Answer: B

Explanation:

The Review Documents step allows the offer document to be routed to recruiters or other designated participants for review before it is presented to the candidate. The step can be positioned after document generation and routed to the appropriate recruiting security group.

Propose Compensation Offer/Employment Agreement captures and approves compensation-related offer information; it does not provide the document-review activity described. Make Offer Decision records an internal decision concerning the offer but is not the step used to inspect the generated document. Generate Document produces the offer letter from the configured template and transaction data. Generation alone does not provide a controlled reviewer task.

The typical sequence is to establish the offer terms, generate the document, route the resulting document for internal review, and then make it available to the candidate. Conditions and routing can vary this sequence according to factors such as country, worker type, compensation level, or offer type. Review Documents is therefore the correct step because it separates document creation from formal internal verification. Study Guide reference: Define Recruiting Business Processes - Offer, Generate Document, Review Documents, Reviewer Routing, and Candidate Presentation . Workday describes offer management as using configurable workflows, compensation integration, and candidate-facing offer documents. Workday Recruiting datasheet

NEW QUESTION # 14

Which stage allows integration with Google Calendar and Outlook 365?

- A. Employment Agreement
- B. Screen
- **C. Interview**
- D. Background Check

Answer: C

Explanation:

The Interview stage supports calendar integration because it contains formal interview-scheduling activities involving candidates, interviewers, dates, times, and meeting availability. Google Calendar and Outlook 365 integrations can coordinate interview events with enterprise calendars and reduce manual scheduling work.

Screen can include an informal phone screen or candidate self-scheduling event, but the delivered stage associated with formal calendar-integrated interview scheduling is Interview. Background Check concerns candidate verification through internal or external

Within Interview, recruiters can create interview teams, schedule or reschedule meetings, and distribute calendar invitations according to the configured integration. Calendar synchronization helps prevent conflicts and ensures interviewers and candidates receive consistent event information. The integration still depends on tenant setup, authentication, and supported calendar configuration; selecting Interview as a stage does not by itself complete the technical integration. Study Guide reference: Define Recruiting Business Processes - Interview Stage, Interview Scheduling, Interview Teams, Calendar Integration, Google Calendar, and Outlook 365 . Workday's official Marketplace describes Interview Management as enabling teams to create, schedule, and reschedule interviews, while candidate scheduling integrations support Microsoft 365 and Google calendars. Workday Microsoft Interview Management

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