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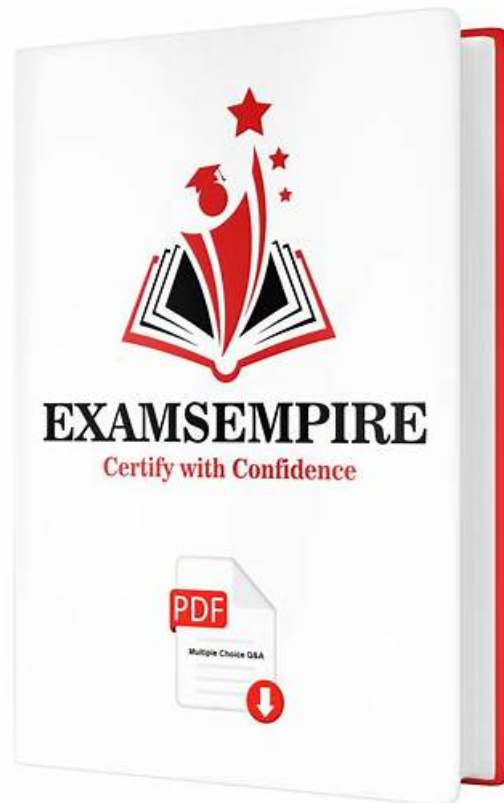
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# Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

| Topic | Details |
|---|---|
| Topic 1 | • 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 2 | • 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 3 | • 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 4 | • 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 5 | • 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. |

# Workday Pro Talent and Performance Exam Sample Questions (Q29-Q34):

**NEW QUESTION # 29**
A worker is providing feedback and they only want it to be visible to the feedback recipient.
What kind of feedback allows for this?

- A. Public
- B. Anonymous
- C. Private
- D. Confidential

**Answer: C**

Explanation:
* In Workday,Private Feedbackis visible only to thefeedback recipient.
* Confidential Feedbackis visible to both the recipient and their manager.
* Anonymous Feedbackhides the identity of the feedback giver but may still be visible to managers or admins depending on configuration.
* Public Feedbackis broadly visible across the organization or workgroup.
Therefore, the only feedback type that ensures visibilityonly to the recipientisPrivate Feedback.
References:
Workday Talent & Performance study material on feedback types.
Workday Pro Talent & Performance training notes: "Private feedback is restricted to the recipient alone; confidential feedback includes the manager, while public feedback is visible more broadly."

**NEW QUESTION # 30**
An employee had a manager from January through August. The employee then had a new manager from September through December.

In the Start Performance Review business process, for the Complete Manager Evaluation step, what security group would you use to route the step to the employee's manager that they had in January?

- A. Manager for Majority of Event
- B. Manager
- C. Matrix Manager
- D. Primary Manager

**Answer: A**

Explanation:
* In a performance review event spanning multiple months, Workday determines which manager should receive the evaluation step.
* The optionManager for Majority of Eventensures that the manager who supervised the employee for thelongest portion of the review period(in this case, January-August) is the one who receives the task.
* Incorrect options:
* A. Manager # routes to current manager by default, not historical.
* C. Matrix Manager # used for matrix org relationships, not standard review.
* D. Primary Manager # is the current primary manager at the time of launch.
References:
Workday Business Process configuration rules for manager evaluation steps.
Workday Pro study content: "Use Manager for Majority of Event when you need the prior manager to complete the evaluation."

## NEW QUESTION # 31
You want to create an organization goal for the workers in a supervisory organization.
When creating the organization goal, what most recent period defaults into the Goal Period field?

- A. The most recent goal period assigned to a goal in the specific supervisory organization.
- B. The goal period assigned to its immediate superior supervisory organization.
- C. The first goal period created in the tenant.
- D. The goal period on any worker record in the supervisory organization.

**Answer: A**

Explanation:
Comprehensive Detailed Explanation
* When creating anorganization goal, Workday defaults theGoal Periodfield to themost recent goal periodused in the specific supervisory organization.
* It does not inherit from superior organizations, worker records, or the first goal period created in the tenant.
* This ensures consistency within the supervisory organization's existing goal cycles.
References:
Workday documentation on Goal Period defaulting behavior.
Workday Pro Talent & Performance guide: "For new organizational goals, the Goal Period defaults to the most recent goal period assigned within that supervisory organization."

## NEW QUESTION # 32
Refer to the following scenario to answer the question below.
Your Performance Review business process includes the following steps:
(a) Set Review Content
(b) Get Additional Reviewers
(c) Complete Self Evaluation
(d) Complete Manager Evaluation
For the Get Additional Reviewers step, a worker submits reviewer names, then their manager needs to approve the proposed additional reviewers.
Where would you configure this approval step?

- A. On the Get Additional Reviewers subprocess, immediately after the Complete Additional Evaluation for Performance Review step
- B. On the Get Additional Reviewers subprocess, immediately after the initiation step
- C. On the Performance Review business process, immediately after the Complete Manager Evaluation step

- D. On the Performance Review business process, immediately after the Get Additional Reviewers step

**Answer: B**

Explanation:
* TheGet Additional Reviewers subprocessis responsible for collecting reviewer nominations.
* If you want themanager to approve reviewer namesafter a worker submits them, you configure anApproval step inside this subprocess.
* It should be placedimmediately after the initiation stepto ensure manager approval occurs before reviewers are finalized.
* Incorrect options:
* A. Adding approval in the main Performance Review BP won't tie it directly to the reviewer nominations.
* B. Placing approval after "Complete Additional Evaluation" is too late-reviewers would already be acting.
* C. Approval after manager evaluation is unrelated to reviewer setup.
References:
Workday Performance Review subprocess design documentation.
Workday Pro Talent & Performance exam prep: "Manager approval of reviewer nominations must be configured in the Get Additional Reviewers subprocess."

**NEW QUESTION # 33**
An enterprise wants to create their own list of skills and use them as search facets in reports.
What type of skills can they create to accomplish this?

- A. Skills Cloud skills
- B. Maintained skills
- C. Synonymous skills
- D. Crowdsourced skills

**Answer: B**

Explanation:
Comprehensive Detailed Explanation
* Enterprises can createMaintained Skills-custom-defined skills that are stored and searchable in their tenant.
* These can also be configured assearch facets in reports, supporting custom analysis.
* Incorrect options:
* Skills Cloud skills# Workday-delivered universal ontology, not customer-specific.
* Crowdsourced skills# skills suggested by workers, not controlled enterprise lists.
* Synonymous skills# system-recognized synonyms, not customer-defined lists.
References:
Workday Skills Configuration documentation: Maintained skills can be created for tenant-level use in searches and reports.

**NEW QUESTION # 34**
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