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

Topic	Details
Topic 1	<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 2	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 3	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 4	<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 5	<ul style="list-style-type: none"> <li>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.</li> </ul>

## Workday Pro Talent and Performance Exam Sample Questions (Q26-Q31):

### NEW QUESTION # 26

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

**Answer: B**

Explanation:

Comprehensive Detailed Explanation

\* Enterprises can create Maintained Skills—custom-defined skills that are stored and searchable in their tenant.

\* These can also be configured as search 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 # 27

Refer to the following scenario to answer the question below.

**Maintain Goal Setup**

**Configure Individual Goals**

1 Item

Process	*Field	*Criteria	Enforce Required in Web Services	Hidden For	Required For
Manage Goals					

> [More Information](#)

**Configure Organization Goals**

Organization Alignment

Organization Goal Allows Organization Alignment Through Hierarchy

Default Organization Goal to Private

Enable Percent Complete

Allow Automatic Calculation of Percent Complete

**Configure Goals In Reviews**

Lock Goals Associated with In Progress Reviews

Allow Deletion of Goals Associated with Reviews

Allow Ordering of Goals in Reviews

**Buttons:** Maintain Goal Units  Maintain Goal Payout Bands Configure Talent Tags Maintain Goal Categories Maintain Goal Periods Maintain Goal Completion Statuses

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.

The current five-year timeframe for organizational goals is ending and you want to create new organizational goals.

What task do you use to create the next five-year cycle?

- A. Maintain Goal Periods
- B. Maintain Goal Completion Statuses
- C. Maintain Goal Payout Bands
- D. Maintain Goal Categories

**Answer: A**

Explanation:

- \* Organizational goals are tied to goal periods, which define the timeframe (e.g., annual, multi-year, or in this case, a five-year cycle).
- \* When the current five-year period ends, you must create a new goal period in order to define the next cycle of organizational goals.
- \* The other tasks do not apply here:
  - \* Maintain Goal Categories# defines groupings such as Innovation, Financial, Productivity, but does not manage timeframes.
  - \* Maintain Goal Payout Bands# used for goal-linked compensation or incentive payouts.
  - \* Maintain Goal Completion Statuses# manages status labels such as "Not Started, In Progress, Complete," not periods.

Therefore, to establish the next five-year organizational goal cycle, you use the Maintain Goal Periods task.

References:

Workday Talent & Performance configuration documentation: "Maintain Goal Periods allows organizations to define new cycles (e.g., annual or multi-year) for organizational and individual goals." Workday Pro Talent & Performance certification material: "Organizational goal cycles are created and managed via Maintain Goal Periods."

## NEW QUESTION # 28

An organization wants to assign the same employee on two succession plans.

What task should they use to complete this?

- A. Manage Succession Plan
- B. Move Succession Plan
- C. Copy Succession Plan Candidates
- D. Create Succession Pool

**Answer: A**

Explanation:

\* The Manage Succession Plan task allows administrators or managers to assign employees to one or more succession plans, including assigning the same employee to multiple plans.

\* Incorrect options:

- \* A. Create Succession Pool # creates a new pool, unrelated to assigning to multiple plans.
- \* B. Move Succession Plan # used for plan reorganization, not assigning individuals.

\* C. Copy Succession Plan Candidates # duplicates candidate lists from one plan to another, but is not the standard method for assignment.

References:

Workday Succession Planning configuration documentation.

Workday Pro Talent & Performance study guide: "Use Manage Succession Plan to add workers to one or multiple plans."

## NEW QUESTION # 29

Refer to the following scenario to answer the question below.

**Maintain Goal Setup** **PrepAwayPDF**

Configure Individual Goals

Process	*Field	*Criteria	Enforce Required in Web Services	Hidden For	Required For
Manage Goals					

More Information

**Configure Organization Goals**

Organization Alignment

Organization Goal Allows Organization Alignment Through Hierarchy

Default Organization Goal to Private

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Lock Goals Associated with In Progress Reviews

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Allow Ordering of Goals in Reviews

**Maintain Goal Units** **PrepAwayPDF** **Configure Talent Tags** **Maintain Goal Categories** **Maintain Goal Periods** **Maintain Goal Completion Statuses**

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

### Answer: D

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 # 30

You want each talent partner to create their own talent pools and be able to manually add or remove pool members.

If they choose to create a pool that is not shared with others, what type of talent pool will they create?

- A. Restricted Static Talent Pool
- B. **Private Static Talent Pool**
- C. Private Dynamic Talent Pool
- D. Restricted Dynamic Talent Pool

**Answer: B**

Explanation:

\* Static Talent Pools allow manual addition and removal of members.

\* Private means the pool is only visible to the creator and not shared with others.

\* Therefore, a Private Static Talent Pool lets talent partners create their own pools, manage membership manually, and keep them unshared.

\* Incorrect options:

\* Dynamic Pools# membership is controlled by saved searches, not manual additions.

\* Restricted Pools# visibility is limited to certain groups but still shared, not completely private.

References:

Workday Talent Pools configuration guide.

Pro certification training "Private Static Pools allow personal management of membership without sharing."

## NEW QUESTION # 31

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