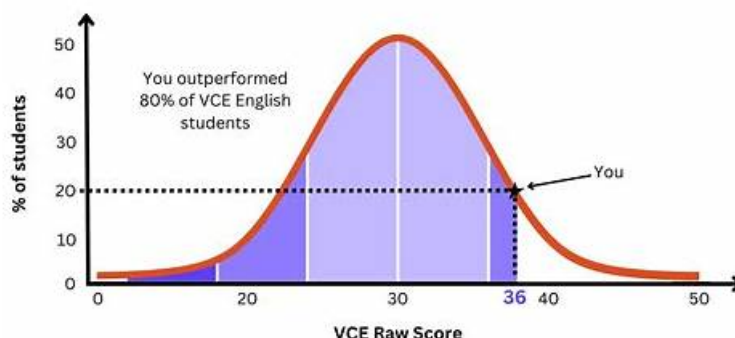


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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.

Topic 3	<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 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"> • 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.

Workday Pro Talent and Performance Exam Sample Questions (Q14-Q19):

NEW QUESTION # 14

You want to define level-based behavioral indicators for proficiency ratings on a competency. What criteria can you use?

- **A. Job Profile**
- B. Supervisory Organization
- C. Management Level
- D. Talent Pool

Answer: A

Explanation:

- * Behavioral indicators can be tied to proficiency rating levels on a competency to describe expected behaviors at each level.
- * These indicators are assigned by Job Profile.
- * Other options (Supervisory Organization, Management Level, Talent Pool) are not used to define behavioral indicators.
- * Linking by Job Profile allows organizations to customize behaviors expected for different roles.

References:

Workday Talent & Performance competency management documentation.

Workday Pro Talent & Performance training material: "Behavioral indicators are assigned at the job profile level to define expected behaviors for each proficiency rating."

NEW QUESTION # 15

The HR department wants to gather talent information from their employees and managers. What business process can they use?

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

Answer: D

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 # 16

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

Answer: C

Explanation:

Comprehensive Detailed Explanation

* When creating an organization goal, Workday defaults the Goal Period field to the most recent goal period used 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 # 17

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

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

Answer: D

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 # 18

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

Answer: C

Explanation:

- * The Get Additional Reviewers subprocess is responsible for collecting reviewer nominations.
- * If you want the manager to approve reviewer names after a worker submits them, you configure an Approval step inside this subprocess.
- * It should be placed immediately after the initiation step to 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 # 19

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