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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"> • 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"> • 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 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"> • 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.

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Workday Pro Talent and Performance Exam Sample Questions (Q10-Q15):

NEW QUESTION # 10

You want to launch a performance review with calibration. The Talent Administrator would like to verify that all performance reviews are complete before calibration launches.

How do you configure the business process to meet this requirement?

- A. Shared Participation step on the Launch Calibration business process
- B. Update Performance Review Rating for Manager Evaluation step on the Complete Manager Evaluation for Performance Review business process
- C. To Do step on the Complete Manager Evaluation for Performance Review business process
- **D. The Await Calibration Completion service step in the Complete Manager Evaluation for Performance Review business process**

Answer: D

Explanation:

- * When using calibration with performance reviews, Workday requires reviews to be completed first before calibration begins.
- * The correct configuration is to insert the "Await Calibration Completion" service step into the Complete Manager Evaluation for Performance Review business process.
- * This ensures that calibration will not launch until all manager evaluations are complete.
- * Other options:
 - * To Do step# only generates a reminder, not an enforced process dependency.
 - * Shared Participation step on Launch Calibration# configures collaboration for calibration itself, not sequencing.
 - * Update Performance Review Rating step# controls how ratings are updated, not workflow dependencies.

References:

Workday Talent & Performance BP configuration documentation.

Workday Pro study materials: "Use Await Calibration Completion step in Complete Manager Evaluation BP to enforce review

completion before calibration."

NEW QUESTION # 11

A manager wants to cascade a goal to several workers.

What option is available in the Add Goal to Employees task?

- **A. Organizations**
- B. Succession Pool
- C. Job Family
- D. Job Profile

Answer: A

Explanation:

* In the Add Goal to Employees task, managers can cascade or assign goals to groups of workers.

* The available grouping option is by Organizations (e.g., supervisory organizations, cost centers, custom organizations).

* Succession Pools, Job Profiles, and Job Families are not selection criteria in this task. Those are used in talent or competency management contexts but not in mass goal assignment.

References:

Workday Talent & Performance documentation, Goal Management section.

Workday Pro Talent & Performance training guide: "Add Goal to Employees allows assignment to selected workers or by organizations, not by succession pools, job profiles, or job families."

NEW QUESTION # 12

How do dynamic talent pools determine pool membership?

- A. Based on the Compare Workers report
- **B. Based on the results of a saved search**
- C. Based on a custom report you define
- D. Based on manual selection

Answer: B

Explanation:

* Dynamic Talent Pools automatically determine membership by using the results of a saved search.

* This allows pool membership to update as workers meet or no longer meet the search criteria.

* Incorrect options:

* Compare Workers report# used for side-by-side comparison, not pool membership.

* Manual selection# applies to static pools, not dynamic.

* Custom report# not the driver; Workday specifically requires saved searches for dynamic pools.

References:

Workday Talent Pools configuration guide.

Workday Pro exam material: "Dynamic pools are maintained by saved search results."

NEW QUESTION # 13

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

Answer: D

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 Pools 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 # 14

What task do you configure to use suggested skills?

- A. Edit Tenant Setup - HCM
- **B. Maintain Skills and Experience Setup**
- C. Edit Tenant Setup - System
- D. Configure Optional Fields

Answer: B

Explanation:

* Suggested skills functionality is enabled and configured using the Maintain Skills and Experience Setup task.

* This controls whether Workday will suggest skills to workers based on their profiles and activity.

* Incorrect options:

* Edit Tenant Setup - System and Edit Tenant Setup - HCM# global settings, not skill suggestions.

* Configure Optional Fields# defines visibility of fields but not skill suggestion functionality.

References:

Workday Talent & Performance documentation: "Suggested skills are configured in Maintain Skills and Experience Setup." Pro Talent certification material confirms this task.

NEW QUESTION # 15

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