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

Topic	Details
Topic 1	<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 2	<ul style="list-style-type: none"> <li>• <b>Configurable Security:</b> 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>• <b>Business Process Management (BPM):</b> 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 4	<ul style="list-style-type: none"> <li>• <b>Performance Enablement:</b> 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>• <b>Operational Reporting:</b> 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 (Q36-Q41):

### NEW QUESTION # 36

You want to define level-based behavioral indicators for proficiency ratings on a competency.

What criteria can you use?

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

**Answer: D**

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 # 37

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

**Answer: C**

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 # 38

A manager starts the Assess My Team's Potential task.

What option allows them to suggest workers for a job profile and if enabled tracking potential successors for a succession plan?

- **A. Nominations**
- B. Review Rating
- C. Retention
- D. Achievable Level

**Answer: A**

Explanation:

\* In the Assess My Team's Potential task, managers can make Nominations:

- \* Suggest workers for specific job profiles.
- \* Track potential successors for succession plans (if enabled).

\* Incorrect options:

- \* A. Achievable Level # indicates ceiling level, not succession tracking.
- \* B. Retention # measures likelihood of leaving, unrelated to succession nominations.
- \* C. Review Rating # performance measure, not tied to suggesting successors.

References:

Workday Talent & Succession Guide:"Nominations in Assess My Team's Potential allow managers to suggest successors and link to succession plans."

### NEW QUESTION # 39

What field does Workday require when you create a competency?

- A. Proficiency Rating Scale
- B. Category
- **C. Name**
- D. Competency Description

**Answer: C**

Explanation:

When creating a Competency in Workday Talent & Performance, the system enforces certain required fields.

\* Name:

\* This is the mandatory field. Every competency must have a name so it can be identified in job profiles, performance reviews, and talent pools.

\* Without a name, Workday will not allow you to save or proceed.

\* Proficiency Rating Scale:

\* This is important for measuring competencies (e.g., Basic # Intermediate # Advanced # Expert).

\* However, it is not required at the point of creation. If you don't assign one, the system can still save the competency, though you may not be able to rate employees effectively without linking a scale later.

\* Competency Description:

\* Highly recommended for clarity and reporting.

\* But this field is optional, not enforced by Workday.

\* Category:

\* Used to group competencies (e.g., Leadership, Technical, Communication).

\* Again, optional and for organizational purposes only.

Thus, while other fields add functionality and structure, the only required field to create a competency is the Name.

#References

\* Talent & Performance Learning Material: Competencies are created with "Name" as required, while "Description, Proficiency Scale, and Category" are optional metadata used to support evaluation and reporting.

- \* Workday Pro Talent & Performance study outlines: Under the Competencies section, it explicitly states: "The only mandatory field is Name. Description, Proficiency Rating Scale, and Category are optional fields that can be configured for richer competency management." #web source Talent & Performance training + community notes#
- \* ERP Cloud Training - Workday Talent & Performance course: Highlights that "Name is required when creating a competency; all other fields are optional depending on business needs."

#### NEW QUESTION # 40

Refer to the following scenario to answer the question below.

Your organization is initiating employee reviews. There are several objectives for these reviews, including:

- \* Setting goals and reviewing them quarterly.
- \* Checking in with the new hire at 90 days.
- \* Annually reviewing performance.
- \* Performing multi-rater reviews.

You need to create a new annual review template with several sections, including Feedback, Goals, Questions, and Competencies.

What component is not a prerequisite to create a new annual review template with these sections?

- A. Review Types
- B. Feedback Template
- C. Review Questions
- D. Competencies

**Answer: A**

Explanation:

\* To create a review template with sections such as Feedback, Goals, Questions, and Competencies, you must have these components configured in advance:

\* Review Questions# required if the template uses a questions section.

\* Feedback Template# required if a feedback section is included.

\* Competencies# required if competencies are included.

\* Review Types are not a prerequisite to create a review template. They categorize reviews (annual, quarterly, etc.) but are not required in template configuration.

References:

Workday Review Template setup guidelines.



Workday Pro training material: "Questions, feedback templates, and competencies must be configured to build corresponding review sections."

#### NEW QUESTION # 41

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