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

Topic	Details

Topic 1	<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 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"> 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"> 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	<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.

Workday Pro Talent and Performance Exam Sample Questions (Q13-Q18):

NEW QUESTION # 13

You are using a performance review template and a goal is not populating into an employee's review. What could cause this issue?

- A. The goal has milestones that are not in Complete status.
- B. The goal is in Not Started status.
- C. The goal due date falls outside the period start and end dates of the template.
- D. The goal was created using the Cascade Goals business process.

Answer: C

Explanation:

* For a goal to populate into a performance review, its due date must align with the review template's start and end period.

* If the goal falls outside that timeframe, Workday will not pull it into the review.

* Other options are not correct:

* Cascade Goals# does not prevent goals from being included.

* Milestones not Complete# milestone status does not block goal population.

* Not Started status# goals can still populate even if not started.

References:

Workday Performance Review setup guide: "Goals populate into reviews if their due dates fall within the template's defined period."

Workday Pro Talent & Performance exam prep: Goal alignment with template period is required.

NEW QUESTION # 14

How do dynamic talent pools determine pool membership?

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

Answer: A

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 # 15

An enterprise uses only the job management staffing model.

What option groups workers for succession purposes?

- A. Development Plan
- **B. Succession Pools**
- C. Succession Plans
- D. Candidate Pools

Answer: B

Explanation:

- * Even when using a job management staffing model, organizations use Succession Pools to group workers for succession planning.
- * Pools identify workers with potential to step into key roles in the future.
- * Incorrect options:
- * A. Development Plan # defines individual growth steps, not succession grouping.
- * B. Candidate Pools # used in recruiting, not succession.
- * C. Succession Plans # tied to specific positions or job profiles, not used for general grouping in job management models.

References:

Workday Succession Planning guide: "Succession Pools are used to group workers in job management staffing models."

NEW QUESTION # 16

You would like to use Skills Cloud as the primary source for skill searches.

What task would you access to meet this requirement?

- A. Maintain Skill Vendors
- **B. Maintain Skills and Experience Setup**
- C. Maintain Skills
- D. Maintain Skill Item Categories

Answer: B

Explanation:

- * To configure Skills Cloud as the primary source for skill searches, you use the Maintain Skills and Experience Setup task.
- * This task controls whether Workday tenant prioritizes Skills Cloud suggestions and searches versus custom skill libraries.
- * Incorrect options:
- * Maintain Skill Item Categories# categorizes skills, not source priority.
- * Maintain Skill Vendors# used for external vendor integrations.
- * Maintain Skills# used for creating/editing skills but not selecting Skills Cloud as the default.

References:

Workday configuration guide: Skills Cloud setup.

Workday Pro certification prep: "Maintain Skills and Experience Setup controls whether Skills Cloud is the primary search source."

NEW QUESTION # 17

An organization has recently started the talent review process. A manager wants to take action on assigned tasks, while also viewing the team's current performance ratings and potential assessments.

What report would allow the manager to do so?

- A. Employee Review Status Summary report
- B. My Team's Performance Reviews report
- **C. Talent Review Status Summary report**
- D. Talent Snapshot report

Answer: C

Explanation:

* The Talent Review Status Summary report provides managers with visibility into their team's current performance ratings, potential assessments, and status within the talent review cycle.

* It also allows them to take action on assigned tasks during the process.

* Incorrect options:

* A. Employee Review Status Summary # shows progress of performance reviews, not talent reviews.

* C. My Team's Performance Reviews # focused only on performance review tasks.

* D. Talent Snapshot # shows detailed worker profiles, not task/action tracking in talent reviews.

References:

Workday delivered reporting catalog.

Workday Pro Talent Review training content.

NEW QUESTION # 18

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