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### Workday Pro Talent and Performance Exam Sample Questions (Q25-Q30):

#### NEW QUESTION # 25

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

**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 # 26

You want to launch performance reviews with calibration. However, during calibration you do not want managers to receive performance review-related Inbox tasks.

What step should you add to the configuration to allow this?

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

**Answer: D**

Explanation:

\* To prevent managers from receiving Inbox tasks during calibration, you configure the Await Calibration Completion service step in the Complete Manager Evaluation BP.

\* This holds manager evaluation tasks until calibration is finalized.

\* Incorrect options:

\* To Do step in Launch Calibration# only provides reminders, does not prevent tasks.

\* Update Performance Review Ratings step# allows updates after calibration but doesn't prevent tasks.

\* Shared Participation step# controls collaboration in calibration, not blocking Inbox tasks.

References:

Workday calibration process documentation.

Workday Pro certification: "Use Await Calibration Completion to pause manager evaluations until calibration ends."

### NEW QUESTION # 27

What option is available for managing your succession plans?

- A. Allow external candidates and employees to be assigned on succession plans based on related skills.
- B. Add employees to the succession plan from a talent pool.
- **C. Add employees to succession plan via the Find Workers report.**
- D. Add job profiles to succession plans via the Find Workers report.

**Answer: C**

Explanation:

\* In Workday, when managing Succession Plans, you can directly add employees by searching for them in the Find Workers report.

\* Incorrect options:

\* A. Adding employees from a talent pool is possible for development, but not a delivered method for populating succession plans.

\* B. External candidates cannot be directly assigned to succession plans; succession focuses on internal talent.

\* C. Job profiles are the object succession plans are created for, not what you add via Find Workers.

References:

Workday Succession Planning Guide: "Use the Find Workers report to identify and add employees to succession plans." Pro Talent & Performance exam materials confirm this process.

### NEW QUESTION # 28

Which configuration is responsible for determining what actions employees and managers can take during a talent review?

- A. Domain security
- B. Organization membership
- C. Employee potential

- **D. Talent review template rule**

**Answer: D**

Explanation:

This question is about Talent Reviews in Workday and what drives the permissions or actions that employees and managers can take during the review process.

Let's analyze the choices:

- \* A. Organization membership
- \* Incorrect.
- \* Organization membership (e.g., supervisory org, talent pool) determines which workers are included in the review.
- \* It does not determine what actions managers or employees can take.
- \* B. Employee potential
- \* Incorrect.
- \* Employee potential is an attribute (like performance, loss impact, retention risk) used for evaluation in the talent review grid.
- \* It informs the content of the review, not the actions available to participants.
- \* C. Domain security
- \* Partially correct but not the best answer.
- \* Domain security determines who has access to initiate or view Talent Reviews, but it does not drive process actions inside the review (such as rating, adding notes, or calibrating).
- \* D. Talent review template rule
- \* Correct.
- \* The Talent Review Template Rule defines the configuration of the talent review process, including:
- \* Which sections appear (e.g., 9-box grid, attributes, notes).
- \* Which actions participants (employees, managers, HR partners) can perform.
- \* Whether calibration is enabled, whether participants can move employees between grid boxes, and other interactive review behaviors.
- \* This is the configuration responsible for controlling what employees and managers can do during a talent review event.

Therefore, the correct answer is Talent review template rule.

#References

- \* Workday Pro Talent & Performance Certification Guide - Talent Reviews: "The talent review template rule determines the structure of the review and what actions participants may take during the review."
- \* ERP Cloud Training - Workday Talent Reviews: "Template rules control functionality such as allowing participants to update potential ratings, add notes, or move workers in the grid. Security domains only manage access."
- \* Workday Community Documentation - Talent Review Configuration: Confirms that template rules define the actions and behaviors within a talent review session.

## NEW QUESTION # 29

An enterprise uses only the job management staffing model.

What option groups workers for succession purposes?

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

**Answer: A**

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 # 30

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