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

Topic	Details
Topic 1	• 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 2	• 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	• 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	• 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 5	• 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.

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Workday Pro Talent and Performance Exam Sample Questions (Q32-Q37):

NEW QUESTION # 32
You want to launch a talent review for a group of workers who do not belong to the same organization.
What option allows for this?

- A. Job Family
- B. Custom Organization
- C. Supervisory Organization
- D. Talent Pool

Answer: D

Explanation:
* To launch a Talent Review for a group of workers who do not share the same supervisory organization, you can use a Talent Pool.
* Talent pools allow grouping across organizations, job families, or geographies.
* Incorrect options:
* Job Family# groups roles, not flexible enough for reviews across diverse workers.
* Supervisory Organization# too restrictive; only covers workers within that org.
* Custom Organization# useful for grouping but not directly designed for Talent Review events.
References:
Workday Talent Review configuration: Talent Pools as input populations.
Workday Pro Talent & Performance prep: "Use Talent Pools when reviewing cross-org worker groups."

NEW QUESTION # 33
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. Feedback Template
- B. Competencies
- C. Review Questions
- D. Review Types

Answer: D

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 Typesare 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 # 34
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 Complete Manager Evaluation step
- B. On the Performance Review business process, immediately after the Get Additional Reviewers step
- C. On the Get Additional Reviewers subprocess, immediately after the Complete Additional Evaluation for Performance Review step
- D. On the Get Additional Reviewers subprocess, immediately after the initiation step

Answer: D

Explanation:
* TheGet Additional Reviewers subprocessis responsible for collecting reviewer nominations.
* If you want themanager to approve reviewer namesafter a worker submits them, you configure anApproval step inside this subprocess.
* It should be placedimmediately after the initiation stepto 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 # 35

Your organization has detailed new goals that are tied to your divisions. The manager of each division needs to create a goal, then distribute that goal to their direct reports.

What task do managers use to accomplish this?

- A. Maintain Goal Completion Statuses
- B. Add Goal To Employees
- C. Manage Organization Goals
- D. Create Goal for Worker

Answer: C

Explanation:
* Add Goal To Employeesis used for bulk assigning existing goals to workers, not for creating new organizational goals.
* Maintain Goal Completion Statusesis used to track and update progress, not goal creation.
* Create Goal for Workerapplies only to individual workers.
* Manage Organization Goalsis the correct task for a manager to create a goal at thedivision or supervisory organization leveland cascade it to their direct reports.
References:
Workday Talent & Performance: Goal Management.
Workday Pro study guide: "Managers use Manage Organization Goals to create and cascade organizational goals to their teams."

NEW QUESTION # 36

What task do you configure to use suggested skills?

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

Answer: A

Explanation:
* Suggested skills functionality is enabled and configured using theMaintain Skills and Experience Setuptask.
* This controls whether Workday will suggest skills to workers based on their profiles and activity.
* Incorrect options:
* Edit Tenant Setup - SystemandEdit 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 # 37

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