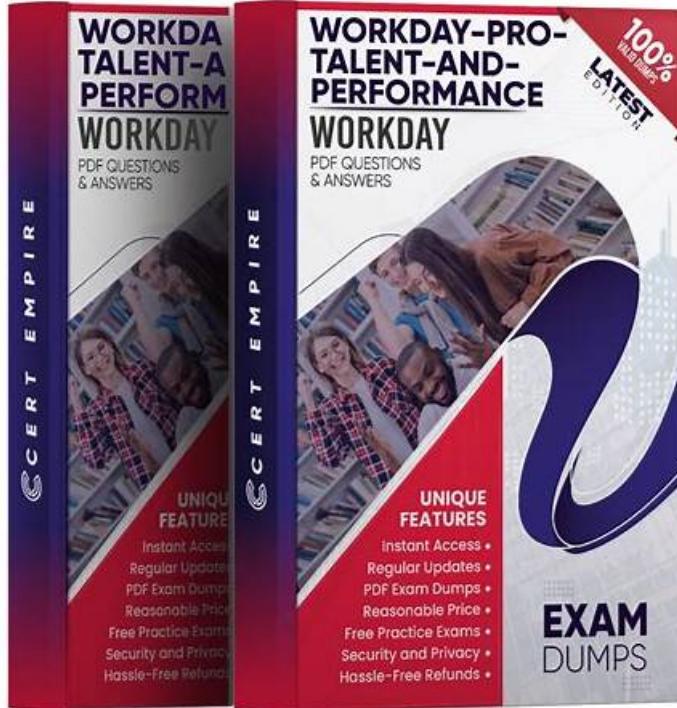


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<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 5	<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.
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Workday Pro Talent and Performance Exam Sample Questions (Q45-Q50):

NEW QUESTION # 45

Your performance review template has three sections, in addition to an Overall section. The template uses item averaging to calculate an overall rating.

Managers will enter ratings for multiple items in each of the first three sections.

What is the expected behavior when Workday calculates the overall rating?

- A. The calculation includes assigned weightings for each item and each section.
- **B. The calculation includes an equal weight to each item rated.**
- C. The calculation includes assigned weightings for each section.
- D. The calculation includes assigned weightings for each item.

Answer: B

Explanation:

- * When a performance review template uses Item Averaging:
- * Workday calculates the average rating across all rated items within the sections.
- * Each item carries equal weight, regardless of section or item weighting.
- * If weighting was required, you would instead use Weighted Average, which allows assigning weights to items and/or sections.
- * Therefore, item averaging = equal weight for each item.

References:

Workday Performance Review configuration: Item Averaging vs. Weighted Averaging.

Workday Pro Talent & Performance exam guide: "Item averaging gives equal weight to all items across sections."

NEW QUESTION # 46

You want to create a performance review template with only an Overall section where the manager has to choose a rating. What configuration option accomplishes this?

- A. Calculated Ratings with Overrides
- B. Manual Entry
- **C. Prompt for Overall Rating**
- D. Calculated Ratings with No Overrides

Answer: C

Explanation:

- * When you want a performance review template with only an Overall section, the correct configuration is Prompt for Overall Rating.
- * This option requires the manager to provide a single overall rating without averaging or weighting items.
- * Other options:

- * Manual Entry# applies to ratings on items, not a single overall section.
- * Calculated Ratings with No Overrides# automatically calculates from section ratings (not desired here).
- * Calculated Ratings with Overrides# allows calculation plus manual override, but still requires sections/items.

References:

Workday review template setup documentation.

Pro exam study notes: "Use Prompt for Overall Rating when only an overall section rating is required."

NEW QUESTION # 47

While configuring the Performance Review business process, you added a Complete Additional Manager Evaluation step. However, when testing, the manager is not receiving the Inbox task to select other managers.

What do you configure on the employee review template to route this step to the manager's Inbox?

- A. **Enable the Additional Manager Evaluation for All Sections on the Other Reviewer Options section.**
- B. Require Additional Managers to enter a comment in the Overall section.
- C. Add a rule in the Applies To field to limit performance reviews to workers with additional jobs.
- D. Add a competencies section to the template.

Answer: A

Explanation:

* When you add a Complete Additional Manager Evaluation step in the Performance Review BP, the system only generates the Inbox task if the employee review template is configured to allow it.

* This is controlled in the Other Reviewer Options section of the template.

* You must enable "Additional Manager Evaluation for All Sections" for the task to route correctly.

* Incorrect options:

- * A. Adding a competencies section is unrelated to routing.
- * B. Requiring comments in the Overall section doesn't trigger the step.
- * D. Applies To field rules limit applicability but won't control routing to the direct manager.

References:

Workday Employee Review Template configuration guide.

Workday Pro exam material: "Enable Additional Manager Evaluation for All Sections in the template to activate the BP step."

NEW QUESTION # 48

An employee had a manager from January through August. The employee then had a new manager from September through December.

In the Start Performance Review business process, for the Complete Manager Evaluation step, what security group would you use to route the step to the employee's manager that they had in January?

- A. Manager
- B. Matrix Manager
- **C. Manager for Majority of Event**
- D. Primary Manager

Answer: C

Explanation:

* In a performance review event spanning multiple months, Workday determines which manager should receive the evaluation step.

* The option Manager for Majority of Event ensures that the manager who supervised the employee for the longest portion of the review period (in this case, January-August) is the one who receives the task.

* Incorrect options:

- * A. Manager # routes to current manager by default, not historical.
- * C. Matrix Manager # used for matrix org relationships, not standard review.
- * D. Primary Manager # is the current primary manager at the time of launch.

References:

Workday Business Process configuration rules for manager evaluation steps.

Workday Pro study content: "Use Manager for Majority of Event when you need the prior manager to complete the evaluation."

NEW QUESTION # 49

An enterprise wants to create their own list of skills and use them as search facets in reports. What type of skills can they create to accomplish this?

- A. Synonymous skills
- B. Crowdsourced skills
- C. Skills Cloud skills
- D. **Maintained skills**

Answer: D

Explanation:

Comprehensive Detailed Explanation

* Enterprises can create Maintained Skills—custom-defined skills that are stored and searchable in their tenant.

* These can also be configured as search facets in reports, supporting custom analysis.

* Incorrect options:

* Skills Cloud skills# Workday-delivered universal ontology, not customer-specific.

* Crowdsourced skills# skills suggested by workers, not controlled enterprise lists.

* Synonymous skills# system-recognized synonyms, not customer-defined lists.

References:

Workday Skills Configuration documentation: Maintained skills can be created for tenant-level use in searches and reports.

NEW QUESTION # 50

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