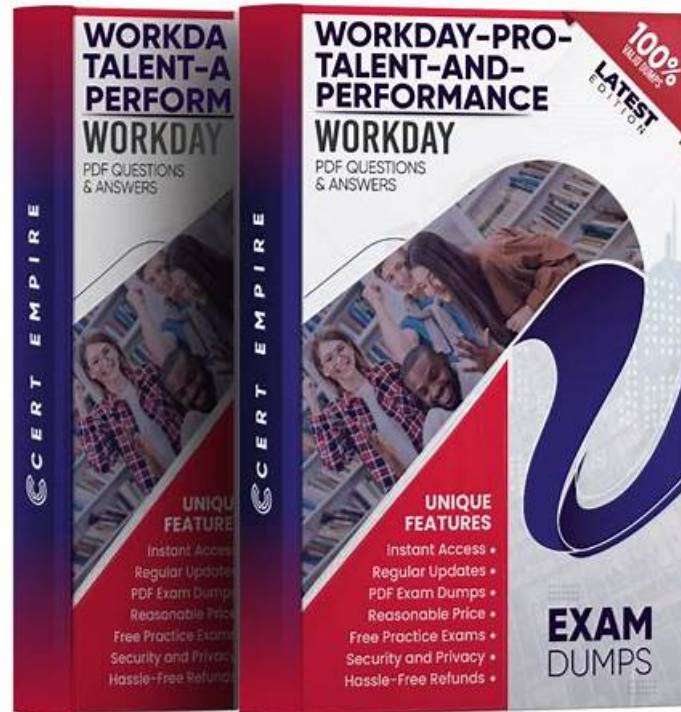


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<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 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">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 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"> • 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.

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Workday Pro Talent and Performance Exam Sample Questions (Q16-Q21):

NEW QUESTION # 16

Before the performance review event began, workers set their goals. You want to automatically include their goals in the performance review content.

What configuration option do you select on the employee review template?

- A. Show Additional Rating to Employee
- B. Items Rated
- C. Allow User to Add Existing Goals Manually
- **D. Load Relevant Goals**

Answer: D

Explanation:

* To automatically include goals that workers set before the review began, enable Load Relevant Goals on the employee review template.

* This ensures the goals tied to the review period are pulled into the content automatically.

* Incorrect options:

* Allow User to Add Existing Goals Manually# lets employees add goals one by one, not automatic.

* Show Additional Rating to Employee# provides extra rating display, unrelated to loading goals.

* Items Rated# defines what is rated in the review but doesn't auto-load goals.

References:

Workday employee review template configuration.

Workday Pro Talent & Performance exam content: "Load Relevant Goals automatically includes active goals tied to the review period."

NEW QUESTION # 17

Refer to the following scenario to answer the question below.

□ An enterprise creates organizational goals that include the following criteria:

- * The organizational goals span five years.
- * Workers can align their individual goals with the organizational goals.
- * Workers must provide a description for each individual goal.

* Each individual goal must fall within one of three groupings.

The current five-year timeframe for organizational goals is ending and you want to create new organizational goals.

What task do you use to create the next five-year cycle?

- A. Maintain Goal Completion Statuses
- B. Maintain Goal Payout Bands
- **C. Maintain Goal Periods**
- D. Maintain Goal Categories

Answer: C

Explanation:

* Organizational goals are tied to goal periods, which define the timeframe (e.g., annual, multi-year, or in this case, a five-year cycle).

* When the current five-year period ends, you must create a new goal period in order to define the next cycle of organizational goals.

* The other tasks do not apply here:

* Maintain Goal Categories# defines groupings such as Innovation, Financial, Productivity, but does not manage timeframes.

* Maintain Goal Payout Bands# used for goal-linked compensation or incentive payouts.

* Maintain Goal Completion Statuses# manages status labels such as "Not Started, In Progress, Complete," not periods.

Therefore, to establish the next five-year organizational goal cycle, you use the Maintain Goal Periods task.

References:

Workday Talent & Performance configuration documentation: "Maintain Goal Periods allows organizations to define new cycles (e.g., annual or multi-year) for organizational and individual goals." Workday Pro Talent & Performance certification material: "Organizational goal cycles are created and managed via Maintain Goal Periods."

NEW QUESTION # 18

For additional managers to participate in an employee's performance review, the employee's direct manager receives the Additional Manager task in their Inbox. They enter the employee's matrix manager, former manager, and a manager who works closely with the employee.

When they submit the task, an error displays. Why did the error occur?

- A. You can only select additional managers who are members of the Manager security group.
- **B. Additional managers can only receive a review that includes a Competencies section.**
- C. You can only select up to two additional managers.
- D. Additional managers cannot receive a review that includes a Feedback section.

Answer: B

Explanation:

* For Additional Managersto evaluate, the template must include a Competencies section.

* If a review lacks competencies, additional managers cannot complete evaluations, and the system throws an error.

* Incorrect options:

* A. Feedback section # does not block additional managers.

* B. Manager security group # any nominated reviewer with correct access can be added; not restricted only to security group membership.

* D. Up to two additional managers # there is no hard limit of two; multiple can be assigned.

References:

Workday template setup documentation: Additional Manager Evaluation requires competencies.

Workday Pro certification prep: "Additional managers must evaluate competencies; otherwise, an error displays."

NEW QUESTION # 19

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. Maintained skills**
- C. Crowdsourced skills
- D. Skills Cloud skills

Answer: B

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 # 20

How do dynamic talent pools determine pool membership?

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

Answer: C

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 # 21

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