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

Topic	Details
Topic 1	- 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 2	• 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 3	• 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	• 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	• 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 (Q19-Q24):

NEW QUESTION # 19
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 for Majority of Event
- B. Primary Manager
- C. Matrix Manager
- D. Manager

Answer: A

Explanation:
* In a performance review event spanning multiple months, Workday determines which manager should receive the evaluation step.
* The optionManager for Majority of Eventensures that the manager who supervised the employee for thelongest 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 # 20
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.
For the annual multi-rater reviews, what template sections do you need to configure?

- A. Feedback
- B. Questions
- C. Competencies
- D. Goals

Answer: A

Explanation:
* For multi-rater reviews, the essential template section is Feedback.
* This allows multiple reviewers to provide input on the employee, ensuring a comprehensive evaluation.
* Other sections (Competencies, Questions, Goals) may be included but are not required specifically for multi-rater functionality.
* Without a Feedback section, multi-rater reviews cannot function correctly.
References:
Workday Pro Talent & Performance documentation: "Multi-rater reviews rely on Feedback sections to collect input from additional reviewers." Workday template design best practices for multi-rater reviews.

NEW QUESTION # 21
How do dynamic talent pools determine pool membership?

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

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 # 22
You want to launch a performance review with calibration. The Talent Administrator would like to verify that all performance reviews are complete before calibration launches.
How do you configure the business process to meet this requirement?

- A. Update Performance Review Rating for Manager Evaluation step on the Complete Manager Evaluation for Performance Review business process
- B. The Await Calibration Completion service step in the Complete Manager Evaluation for Performance Review business process

- C. Shared Participation step on the Launch Calibration business process
- D. To Do step on the Complete Manager Evaluation for Performance Review business process

Answer: B

Explanation:
* When usingcalibrationwith performance reviews, Workday requires reviews to becompleted firstbefore calibration begins.
* The correct configuration is to insert the"Await Calibration Completion" service stepinto theComplete Manager Evaluation for Performance Reviewbusiness process.
* This ensures that calibration will not launch until all manager evaluations are complete.
* Other options:
* To Do step# only generates a reminder, not an enforced process dependency.
* Shared Participation step on Launch Calibration# configures collaboration for calibration itself, not sequencing.
* Update Performance Review Rating step# controls how ratings are updated, not workflow dependencies.
References:
Workday Talent & Performance BP configuration documentation.
Workday Pro study materials:"Use Await Calibration Completion step in Complete Manager Evaluation BP to enforce review completion before calibration."

NEW QUESTION # 23

Your organization launches talent reviews for the entire organization on an annual basis. You created a new Talent Lead security group to initiate the talent review event.
What do you need to modify to enable this configuration?

- A. Both the Launch Talent Reviews business process security policy and the Talent Review domain security policy
- B. Both the Talent Review business process security policy and the Talent Review domain security policy
- C. The Launch Talent Reviews business process security policy
- D. The Talent Review business process security policy

Answer: A

Explanation:
This scenario involves enabling a new security group (Talent Lead) to initiate Talent Review events in Workday. To achieve this, you need to configure both the business process security and domain security that govern Talent Reviews.
* Launch Talent Reviews business process security policy
* This policy controls who has permission to initiate the Talent Review event.
* Without updating this, the new Talent Lead group cannot start the review process.
* Talent Review domain security policy
* This policy governs access to Talent Review objects, such as templates, review events, grids, and attributes.
* Without updating domain security, even if the group can launch the process, they will not be able to view or interact with the talent review itself.
* Incorrect alternatives
* Option B (Launch Talent Reviews only):This would allow the group to initiate the process, but they would lack access to view or work with the reviews.
* Option C (Talent Review business process security policy):There is no generic "Talent Review business process"; the correct one is "Launch Talent Reviews."
* Option D (Talent Review business process + domain security):Misstated. The business process in question is "Launch Talent Reviews," not a general Talent Review business process.
Therefore, the correct answer is to updateboth the Launch Talent Reviews business process security policy and the Talent Review domain security policyso that the Talent Lead group has both initiation rights and access permissions.
References
* Workday Pro Talent & Performance Certification Guide - Security in Talent Reviews:Explains that both business process security and domain security must be configured for security groups responsible for launching talent reviews.
* ERP Cloud Training - Talent Review Security:Notes that business process security grants initiation rights, while domain security controls access to objects and review content.
* Workday Community Documentation - Talent Review Setup:Confirms that both the Launch Talent Reviews business process policy and the Talent Review domain security policy must be modified when a new security group is added to initiate reviews.

NEW QUESTION # 24

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