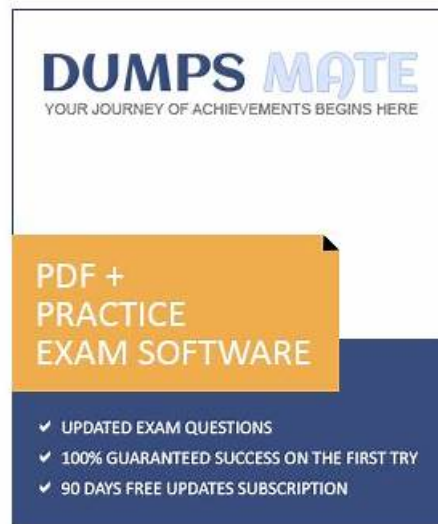


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<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 2	<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 3	<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 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"> • 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.

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Workday Pro Talent and Performance Exam Sample Questions (Q33-Q38):

NEW QUESTION # 33

What field does Workday require when you create a competency?

- A. Competency Description
- B. Proficiency Rating Scale
- **C. Name**
- D. Category

Answer: C

Explanation:

When creating a competency in Workday Talent & Performance, the system enforces certain required fields.

* Name:

* This is the mandatory field. Every competency must have a name so it can be identified in job profiles, performance reviews, and talent pools.

* Without a name, Workday will not allow you to save or proceed.

* Proficiency Rating Scale:

* This is important for measuring competencies (e.g., Basic # Intermediate # Advanced # Expert).

* However, it is not required at the point of creation. If you don't assign one, the system can still save the competency, though you may not be able to rate employees effectively without linking a scale later.

* Competency Description:

* Highly recommended for clarity and reporting.

* But this field is optional, not enforced by Workday.

* Category:

* Used to group competencies (e.g., Leadership, Technical, Communication).

* Again, optional and for organizational purposes only.

Thus, while other fields add functionality and structure, the only required field to create a competency is the Name.

#References

* Talent & Performance Learning Material: Competencies are created with "Name" as required, while "Description, Proficiency Scale, and Category" are optional metadata used to support evaluation and reporting.

* Workday Pro Talent & Performance study outlines: Under the Competencies section, it explicitly states: "The only mandatory field is Name. Description, Proficiency Rating Scale, and Category are optional fields that can be configured for richer competency management." #web source Talent & Performance training + community notes#

* ERP Cloud Training - Workday Talent & Performance course: Highlights that "Name is required when creating a competency; all other fields are optional depending on business needs."

NEW QUESTION # 34

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 Update Performance Review Ratings for Manager Evaluation step in the Complete Manager Evaluation business process
- B. The Shared Participation step in the Launch Calibration 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 # 35

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

- A. Domain security
- **B. Talent review template rule**
- C. Organization membership
- D. Employee potential

Answer: B

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 # 36

How do dynamic talent pools determine pool membership?

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

Answer: B

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 # 37

A manager wants to cascade a goal to several workers.

What option is available in the Add Goal to Employees task?

- A. Job Family
- B. Succession Pool
- C. Job Profile
- **D. Organizations**

Answer: D

Explanation:

- * In the Add Goal to Employees task, managers can cascade or assign goals to groups of workers.
- * The available grouping option is by Organizations (e.g., supervisory organizations, cost centers, custom organizations).
- * Succession Pools, Job Profiles, and Job Families are not selection criteria in this task. Those are used in talent or competency management contexts but not in mass goal assignment.

References:

Workday Talent & Performance documentation, Goal Management section.

Workday Pro Talent & Performance training guide: "Add Goal to Employees allows assignment to selected workers or by organizations, not by succession pools, job profiles, or job families."

NEW QUESTION # 38

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