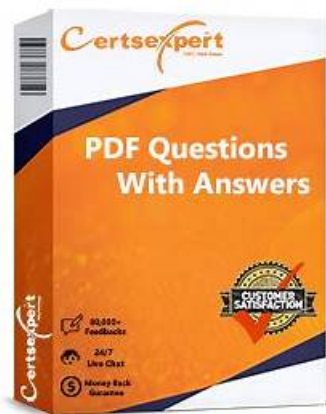


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## Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none"> <li>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.</li> </ul>
Topic 2	<ul style="list-style-type: none"> <li>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.</li> </ul>

Topic 3	<ul style="list-style-type: none"> <li>• <b>Operational Reporting:</b> 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.</li> </ul>
Topic 4	<ul style="list-style-type: none"> <li>• <b>Business Process Management (BPM):</b> 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.</li> </ul>
Topic 5	<ul style="list-style-type: none"> <li>• <b>Performance Enablement:</b> 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.</li> </ul>

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

#### NEW QUESTION # 33

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 Await Calibration Completion service step in the Complete Manager Evaluation business process**
- B. The Update Performance Review Ratings for Manager Evaluation step in the Complete Manager Evaluation business process
- C. The Shared Participation step in the Launch Calibration business process
- D. A To Do step in the Launch Calibration business process

**Answer: A**

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 # 34

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. The Launch Talent Reviews business process security policy
- C. Both the Talent Review business process security policy and the Talent Review domain 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 update both the Launch Talent Reviews business process security policy and the Talent Review domain security policy so 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 # 35

Refer to the following scenario to answer the question below.

The screenshot displays the 'Configure Individual Goals' configuration page. At the top, it says '1 item'. Below is a table with the following columns: Process, Field, \*Criteria, Enforce Required in Web Services, Hidden For, and Required For. The first row contains 'Manage Goals' in the Process column and a plus sign (+) in the Field column. Below the table, there is a 'More Information' link with a right-pointing arrow.

### Configure Organization Goals

- Organization Alignment
- Organization Goal Allows Organization Alignment Through Hierarchy
- Default Organization Goal to Private
- Enable Percent Complete
- Allow Automatic Calculation of Percent Complete

### Configure Goals In Reviews

- Link Goals Associated with In Progress Reviews
- Allow Deletion of Goals Associated with Reviews
- Allow Ordering of Goals in Reviews

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

**Answer: B**

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 Period 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 # 36

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

**Answer: C**

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 # 37

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

**Answer: D**

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 # 38

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