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

Topic	Details
Торіс 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	 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	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 4	 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	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 (Q18-Q23):

NEW QUESTION #18

You recently created a talent pool to help develop potential new managers. You added ten managers to the pool. Now you want to assign two self-development goals to each member of the talent pool.

What task allows you to assign those two goals to all members in one event?

- A. Manage Organization Goals
- B. Add Goal To Employees
- C. Create Goal for Worker
- D. Maintain Goals Setup

Answer: B

Explanation:

In Workday Talent & Performance, when you want to assign goals to a group of employees (such as everyone in a talent pool), you must use the "Add Goal To Employees" task.

Here's why:

- * Create Goal for Worker
- * This task is specific toone workerat a time. It would not allow you to mass-assign goals to multiple workers.
- * Suitable when you want to add a goal for an individual employee.
- * Manage Organization Goals
- * Used to define organization-wide goals (e.g., company objectives).
- * These can be cascaded, but they are not tied to an action that assigns two goals directly to all members of a talent pool.
- * Maintain Goals Setup
- * This is forconfiguring goal settings(e.g., categories, weights, behaviors) at the tenant level.
- * It doesn't execute the action of assigning goals to workers.

- * Add Goal To Employees
- * Specifically designed formass goal assignment.
- * You can select multiple employees (for example, all 10 members of your talent pool) and assign the same goals in a single event.
- * This is the only option that fulfills the requirement of assigning two self-development goals to all members in one step. #References
- * Talent & Performance Study Guide topics:
- * Goal Management: Covers the difference between worker-specific vs. mass goal actions.
- * Talent Pools: Workday documentation explains that pools are often used for succession planning and development, and "Add Goal to Employees" is the correct bulk action for assigning development activities.
- * External Training Reference: ERP Cloud Training notes that 'The Add Goal To Employees task allows administrators to assign multiple goals across groups such as talent pools or organizations, enabling faster alignment with development plans.' #web source on Talent & Performance training#
- * Workday Pro Talent & Performance Flashcards: Confirm that the correct way to mass assign goals is via Add Goal To Employeestask, not Manage Organization Goals (which is only for defining org-level goals).

NEW OUESTION #19

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

Answer: A

Explanation:

- * To automatically include goals that workers set before the review began, enableLoad Relevant Goalson 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 # 20

You would like to use Skills Cloud as the primary source for skill searches.

What task would you access to meet this requirement?

- A. Maintain Skill Vendors
- B. Maintain Skills and Experience Setup
- C. Maintain Skills
- D. Maintain Skill Item Categories

Answer: B

Explanation:

- * To configure Skills Cloudas the primary source for skill searches, you use the Maintain Skills and Experience Setuptask.
- * This task controls whether Workday tenant prioritizes Skills Cloud suggestions and searches versus custom skill libraries.
- * Incorrect options:
- * Maintain Skill Item Categories# categorizes skills, not source priority.
- * Maintain Skill Vendors# used for external vendor integrations.
- * Maintain Skills# used for creating/editing skills but not selecting Skills Cloud as the default.

References:

Workday configuration guide: Skills Cloud setup.

Workday Pro certification prep: "Maintain Skills and Experience Setup controls whether Skills Cloud is the primary search source."

NEW QUESTION #21

An organization wants to assign the same employee on two succession plans.

What task should they use to complete this?

- A. Copy Succession Plan Candidates
- B. Create Succession Pool
- C. Move Succession Plan
- D. Manage Succession Plan

Answer: D

Explanation:

- * The Manage Succession Plantask allows administrators or managers to assign employees to one or more succession plans, including assigning the same employee to multiple plans.
- * Incorrect options:
- * A. Create Succession Pool # creates a new pool, unrelated to assigning to multiple plans.
- * B. Move Succession Plan # used for plan reorganization, not assigning individuals.
- * C. Copy Succession Plan Candidates # duplicates candidate lists from one plan to another, but is not the standard method for assignment.

References:

Workday Succession Planning configuration documentation.

Workday Pro Talent & Performance study guide: "Use Manage Succession Plan to add workers to one or multiple plans."

NEW QUESTION #22

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

Answer: A

Explanation:

- * To automatically include goals that workers set before the review began, enableLoad Relevant Goalson 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 #23

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