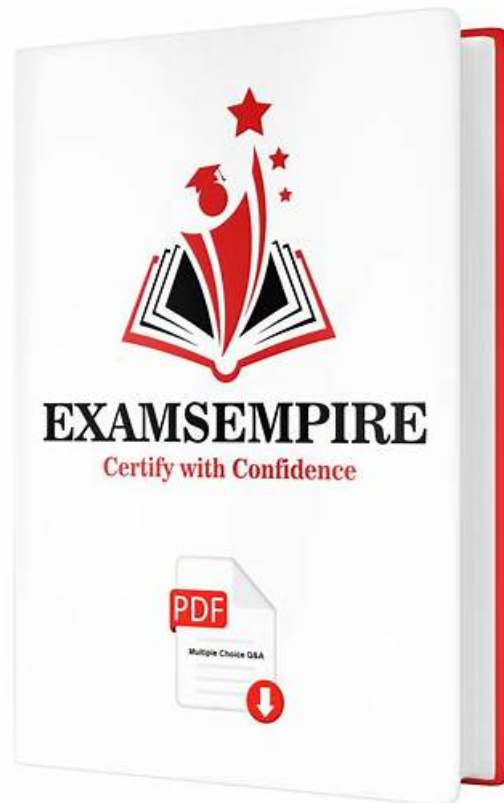


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

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">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	<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"> • 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 5	<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.

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Workday Pro Talent and Performance Exam Sample Questions (Q51-Q56):

NEW QUESTION # 51

You want to configure your Performance Review business process so that other users can rate an employee's competencies. Which subprocesses do you configure for this?

- A. Get Additional Reviewers for Performance Review and Complete Additional Manager Evaluation for Performance Review
- **B. Get Additional Reviewers for Performance Review and Complete Additional Evaluation for Performance Review**
- C. Get Additional Manager Evaluation for Performance Review and Complete Additional Evaluation for Performance Review
- D. Get Additional Manager Evaluation for Performance Review and Complete Additional Manager Evaluation for Performance Review

Answer: B

Explanation:

- * To allow other users (besides the direct manager) to rate competencies:
- * Use **Get Additional Reviewers for Performance Review** allows nominating additional evaluators.
- * Then use **Complete Additional Evaluation for Performance Review** routes the evaluation step to the selected additional reviewers.
- * Incorrect options mix up "Additional Manager" with "Additional Reviewer." Managers are a subset, but to include broader participants, the correct subprocesses are Reviewers + Evaluation.

References:

Workday Performance Review BP design documentation.

Workday Pro Talent & Performance exam material."For additional reviewers (not limited to managers), configure **Get Additional Reviewers + Complete Additional Evaluation** subprocesses."

NEW QUESTION # 52

You want to ensure consistency when reporting responses on specific feedback templates. What functionality prevents workers from changing questions on a feedback template?

- A. Condition Rules
- **B. Lock Template**
- C. Question Tags
- D. Template Type

Answer: B

Explanation:

- * To ensure consistent reporting, feedback templates can be set as Locked.
- * A Locked Feedback Template prevents managers or workers from modifying the questions-no additions, edits, or deletions are allowed.
- * Other options are not correct:
- * Condition Rules# used for dynamic behavior and field visibility, not for locking questions.
- * Template Type# defines type (e.g., Feedback vs. Review), not question editability.
- * Question Tags# used for categorization and reporting but do not prevent changes.

References:

Workday Talent & Performance configuration material: "Lock Template prevents edits to template questions." Workday Pro certification study content on feedback management.

NEW QUESTION # 53

How do dynamic talent pools determine pool membership?

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

Answer: D

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 # 54

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

Answer: C

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 # 55

Your organization has detailed new goals that are tied to your divisions. The manager of each division needs to create a goal, then distribute that goal to their direct reports.

What task do managers use to accomplish this?

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

Answer: D

Explanation:

* Add Goal To Employees is used for bulk assigning existing goals to workers, not for creating new organizational goals.

* Maintain Goal Completion Statuses is used to track and update progress, not goal creation.

* Create Goal for Worker applies only to individual workers.

* Manage Organization Goals is the correct task for a manager to create a goal at the division or supervisory organization level and cascade it to their direct reports.

References:

Workday Talent & Performance: Goal Management.

Workday Pro study guide: "Managers use Manage Organization Goals to create and cascade organizational goals to their teams."

NEW QUESTION # 56

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