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## Workday Pro Talent and Performance Exam Sample Questions (Q17-Q22):

### NEW QUESTION # 17

When a position has a succession plan, what talent attribute identifies the timeframe that you expect a specific worker to move into that position?

- A. Retention
- B. Achievable Level
- C. Readiness
- D. Potential

**Answer: C**

Explanation:

\* In succession planning, the Readiness attribute represents the timeframe in which a worker is expected to be ready to move into a position (e.g., "Ready Now," "1-2 Years," "3-5 Years").

\* Incorrect options:

- \* A. Achievable Level # indicates the highest role/level a worker may reach, not timeframe.
- \* B. Retention # risk of employee leaving, not succession readiness.
- \* D. Potential # overall growth capacity, not time-based readiness.

References:

Workday Succession Planning documentation: "Readiness specifies the timeframe for potential successors."

### NEW QUESTION # 18

While configuring the Performance Review business process, you added a Complete Additional Manager Evaluation step. However, when testing, the manager is not receiving the Inbox task to select other managers.

What do you configure on the employee review template to route this step to the manager's Inbox?

- A. Add a rule in the Applies To field to limit performance reviews to workers with additional jobs.
- B. **Enable the Additional Manager Evaluation for All Sections on the Other Reviewer Options section.**
- C. Require Additional Managers to enter a comment in the Overall section.
- D. Add a competencies section to the template.

**Answer: B**

Explanation:

\* When you add a Complete Additional Manager Evaluation step in the Performance Review BP, the system only generates the Inbox task if the employee review template is configured to allow it.

\* This is controlled in the Other Reviewer Options section of the template.

\* You must enable "Additional Manager Evaluation for All Sections" for the task to route correctly.

\* Incorrect options:

- \* A. Adding a competencies section is unrelated to routing.
- \* B. Requiring comments in the Overall section doesn't trigger the step.
- \* D. Applies To field rules limit applicability but won't control routing to the direct manager.

References:

Workday Employee Review Template configuration guide.

Workday Pro exam material: "Enable Additional Manager Evaluation for All Sections in the template to activate the BP step."

### NEW QUESTION # 19

The HR department wants to gather talent information from their employees and managers.

What business process can they use?

- A. Launch Talent Review
- B. Start Performance Review
- C. Complete Manager Evaluation
- D. Launch Calibration

**Answer: A**

Explanation:

- \* The Launch Talent Review business process is used by HR and Talent Partners to gather, review, and calibrate employee information from both employees and managers.
- \* It provides a structured way to collect talent-related data (performance, potential, risk of loss, impact of loss, etc.) for workforce planning and succession.

\* Incorrect options:

- \* Complete Manager Evaluation# part of performance reviews, not general talent data gathering.
- \* Launch Calibration# aligns ratings but does not broadly gather talent information.
- \* Start Performance Review# focused on annual/performance evaluations, not holistic talent review.

References:

Workday Talent Review documentation:"Launch Talent Review is the business process to gather talent information from employees and managers."

## NEW QUESTION # 20

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 Plan task 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 # 21

You want to ensure consistency when reporting responses on specific feedback templates.

What functionality prevents workers from changing questions on a feedback template?

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

**Answer: C**

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 # 22

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