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

Topic	Details
Topic 1	<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 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">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 4	<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 5	<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.

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Workday Pro Talent and Performance Exam Sample Questions (Q38-Q43):

NEW QUESTION # 38

You want to launch a performance review with calibration. The Talent Administrator would like to verify that all performance reviews are complete before calibration launches.

How do you configure the business process to meet this requirement?

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

Answer: B

Explanation:

- * When using calibration with performance reviews, Workday requires reviews to be completed first before calibration begins.
- * The correct configuration is to insert the "Await Calibration Completion" service step into the Complete Manager Evaluation for Performance Review business process.
- * This ensures that calibration will not launch until all manager evaluations are complete.
- * Other options:
- * To Do step# only generates a reminder, not an enforced process dependency.
- * Shared Participation step on Launch Calibration# configures collaboration for calibration itself, not sequencing.
- * Update Performance Review Rating step# controls how ratings are updated, not workflow dependencies.

References:

Workday Talent & Performance BP configuration documentation.

Workday Pro study materials: "Use Await Calibration Completion step in Complete Manager Evaluation BP to enforce review completion before calibration."

NEW QUESTION # 39

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

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

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

Answer: A

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 # 40

An organization has recently started the talent review process. A manager wants to take action on assigned tasks, while also viewing the team's current performance ratings and potential assessments.

What report would allow the manager to do so?

- A. Talent Snapshot report
- B. My Team's Performance Reviews report
- C. Employee Review Status Summary report
- **D. Talent Review Status Summary report**

Answer: D

Explanation:

* The Talent Review Status Summary report provides managers with visibility into their team's current performance ratings, potential assessments, and status within the talent review cycle.

* It also allows them to take action on assigned tasks during the process.

* Incorrect options:

* A. Employee Review Status Summary # shows progress of performance reviews, not talent reviews.

* C. My Team's Performance Reviews # focused only on performance review tasks.

* D. Talent Snapshot # shows detailed worker profiles, not task/action tracking in talent reviews.

References:

Workday delivered reporting catalog.

Workday Pro Talent Review training content.

NEW QUESTION # 41

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

Answer: A

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 # 42

As an administrator, what is an attribute of feedback badges?

- A. You can allow recipients to decline badges.
- **B. You can make badges required when entering feedback.**
- C. You can delete badges at any time.
- D. You can create custom badges using Workday-delivered icons.

Answer: B

Explanation:

In Workday Talent & Performance, feedback badges are a visual and motivational way to recognize employees when providing

feedback. Administrators configure the rules and usage of these badges.

Let's carefully review the options:

* A. You can delete badges at any time.

* Not correct.

* Once a badge is actively in use (already given to workers in feedback), it cannot simply be deleted, because that would break historical data. Instead, administrators can make badges inactive, but they remain in the system for reporting integrity.

* B. You can make badges required when entering feedback.

* Correct.

* Workday configuration allows admins to require that feedback entries include a badge. This ensures that every feedback submission carries a visual, standardized recognition element alongside the narrative text.

* This aligns with the study guide under Feedback and Recognition, which highlights that "badges may be configured as required fields for any feedback process."

* C. You can create custom badges using Workday-delivered icons.

* Not exactly.

* You can create custom badges, but you upload your own images/icons. Workday provides sample ones, but they aren't the only option. You are not restricted to Workday-delivered icons.

* D. You can allow recipients to decline badges.

* Incorrect.

* Employees cannot decline badges once they are attached to feedback. Feedback is submitted as part of the talent/performance process, and the badge is embedded.

Therefore, the unique administrator attribute here is the ability to make badges required when entering feedback.

#References

* Workday Pro Talent & Performance Guide- Feedback Badges configuration: "Administrators can make badge selection mandatory when submitting feedback, ensuring consistent recognition across the organization."

* ERP Cloud Training (Talent & Performance Badges section): Confirms that badges can be required for feedback, cannot be declined by recipients, and must be inactivated (not deleted) when no longer in use.

* Workday Community (Feedback and Recognition documentation): Custom badges can be created by uploading images, not restricted to Workday-delivered icons.

NEW QUESTION # 43

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