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## Workday Pro HCM Core Certification Exam Sample Questions (Q12-Q17):

**NEW QUESTION # 12**
What must your client do before they can start hiring within a position management staffing model supervisory organization?

- A. Set hiring restrictions on the supervisory organization.
- B. Have at least one member hired into the supervisory organization.
- C. Use the Edit Staffing Model task to select the staffing model.

- D. Have an open, approved position.

**Answer: D**

Explanation:
The correct answer isB - Have an open, approved position.
In Workday'sPosition Managementstaffing model, each hire is tied to aspecific position. Before a worker can be hired, a position must exist, be opened, and be approved through the appropriate business process.
Once a position is approved, it becomes available for theHireorAdd Jobprocess. Without an approved position, no worker can be assigned under that supervisory organization. The position serves as the structural foundation for trackingheadcount, job details, and time-to-fill metrics.
OptionsAandCrefer to configuration prerequisites, but the question specifically focuses on the operational readiness to hire.
OptionDis incorrect because a hire cannot occur until after a position exists.
Reference:Workday Pro HCM -Staffing Models and Hiring Processes, "Position Management Model - Creating and Approving Positions."

## NEW QUESTION # 13
What is a Workday standard report?

- A. An ad-hoc report for on-the-fly analytics
- B. A customized report for specific organizational needs
- C. A report to export data for external analysis
- D. A delivered predefined report

**Answer: D**

Explanation:
AWorkday standard reportrefers to adelivered, predefined reportthat is built and maintained by Workday.
These reports are available out-of-the-box and are designed to support common and essential business processes and analytics across HCM, Finance, and other Workday modules. Users can run standard reports immediately without needing to create them from scratch, and they often serve as a base for custom reporting when further refinement or filtering is necessary.
Workday provides hundreds of these reports covering a broad range of functionality-examples include
"Employee Roster", "All Positions", "Business Process Transactions", etc. These reports are typicallydomain- secured, which means access to them is governed by user security and data access permissions.
As per the Workday Pro HCM Reporting Study Guide, standard reports are also known as "delivered reports" and often include pre-configured prompts and formatting that align with Workday best practices.
Workday Pro HCM -Reporting and Analytics Fundamentals, "Standard Reports Overview" section.

## NEW QUESTION # 14
Your client wants to select a staffing model that will allow them totrack the time to fill a position.
What staffing model should they use?

- A. Customer-defined staffing model
- B. Position Management
- C. Job Management
- D. A hybrid staffing model

**Answer: B**

Explanation:
The correct answer isC - Position Management.
In Workday,Position Managementis the staffing model used when an organization needs totrack headcount, vacancies, and time-to-fillfor each position individually. Each position represents a distinct job slot that must be filled by a worker, providing clear visibility into when a position is open, filled, or closed.
This model is ideal for organizations that require detailed tracking of resource allocation, workforce planning, and recruiting metrics such as"time to fill". Because each position must exist before a hire can occur, Workday automatically records thedate the position is openedand thedate it is filled, allowing accurate reporting on recruitment cycle times.
In contrast,Job Managementgroups workers under jobs rather than individual positions and does not provide vacancy-level tracking, making it unsuitable for time-to-fill analysis.

Reference:Workday Pro HCM -Staffing Models and Position Management Guide, "Comparing Position Management and Job Management Models."

## NEW QUESTION # 15

A customer creates a new supervisory organization to inherit attributes from an existing supervisory organization. Which attributes will be inherited from the superior organization to the subordinate organization? (Select three correct answers.)

- A. Staffing Model
- B. Subtype
- C. Visibility
- D. Organization Assignments
- E. Name

**Answer: A,C,D**

Explanation:
Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Organizations Configuration Guide 2023R2):
When creating a new supervisory organization, Workday allows the subordinate organization to inherit key structural and configuration attributes from its superior organization. These inherited elements include:
* Visibility (A):Determines who can view the organization and its members, inherited to maintain consistent access control.
* Organization Assignments (B):Such as company, cost center, region, and custom organizations, ensuring hierarchical alignment.
* Staffing Model (D):The staffing model (Position Management or Job Management) is inherited to ensure consistency in hiring and staffing control.
Subtype (C) and Name (E) are not inherited; they must be defined at the time of creation. Subtype determines the organization's classification, while the name uniquely identifies it.
Reference (Paraphrased Source):
Workday Pro HCM Core - Organizations and Hierarchy Configuration Guide (2023R2), Section: "Creating Subordinate Supervisory Organizations."
"Subordinate supervisory organizations inherit configuration from their superior supervisory organization, including attributes such as the staffing model, organization assignments, and visibility settings. This ensures consistency and reduces administrative overhead."
- Workday Module 2 Binder, Supervisory Organizations Section

## NEW QUESTION # 16

You want a report's results to be organized by the name of the worker's supervisory organization for any user running the report. What report configuration accomplishes this?

- A. Subfilter
- B. Share
- C. Sort
- D. Filter

**Answer: C**

Explanation:
Comprehensive and Detailed Explanation (Paraphrased from Workday Pro HCM Core - Reporting and Analytics Guide, 2023R2):
In Workday Reporting, to organize or arrange the display of report results based on specific criteria - such as theSupervisory Organization Name- you use theSortconfiguration option.
Sorting determines the order in which records appear when the report is executed. In this case, by sorting on the Supervisory Organization Name field, all workers will be grouped together under their respective organization, making the output intuitive and structured for analysis.
Option B (Share) controls who has access to the report.
Option C (Filter) limits which records are included in the results.
Option D (Subfilter) refines filter logic but does not control display order.
Thus,Sortis the correct configuration feature to organize report results for any user running the report.
Reference (Paraphrased Source):
Workday Pro HCM Core - Reporting Configuration and Design Guide (2023R2), Section: "Sorting, Grouping, and Display Options in Custom Reports."

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