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

Topic	Details
Topic 1	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	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	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	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 5	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.

Workday Pro Talent and Performance Exam Sample Questions (Q12-Q17):

NEW QUESTION # 12

An employee had a manager from January through August. The employee then had a new manager from September through December.

In the Start Performance Review business process, for the Complete Manager Evaluation step, what security group would you use to route the step to the employee's manager that they had in January?

- A. Primary Manager
- B. Manager for Majority of Event
- C. Matrix Manager
- D. Manager

Answer: B

Explanation:

* In a performance review event spanning multiple months, Workday determines which manager should receive the evaluation step.

* The option Manager for Majority of Event ensures that the manager who supervised the employee for the longest portion of the review period (in this case, January-August) is the one who receives the task.

* Incorrect options:

* A. Manager # routes to current manager by default, not historical.

* C. Matrix Manager # used for matrix org relationships, not standard review.

* D. Primary Manager # is the current primary manager at the time of launch.

References:

Workday Business Process configuration rules for manager evaluation steps.

Workday Pro study content: "Use Manager for Majority of Event when you need the prior manager to complete the evaluation."

NEW QUESTION # 13

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

Answer: D

Explanation:

* To automatically include goals that workers set before the review began, enable Load Relevant Goals on 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 # 14

Refer to the following scenario to answer the question below.

The screenshot displays the 'Maintain Goal Setup' interface. It is divided into two main sections: 'Configure Individual Goals' and 'Configure Organization Goals'. Both sections show a table with columns for 'Process', '*Field', '*Criteria', 'Enforce Required in Web Services', 'Hidden For', and 'Required For'. The 'Manage Goals' row is highlighted in light blue. A watermark 'testinsides.top' is visible across the middle of the image. Below each table, there is a 'More Information' link.

Process	*Field	*Criteria	Enforce Required in Web Services	Hidden For	Required For
Manage Goals					

> More Information

Process	*Field	*Criteria	Enforce Required in Web Services	Hidden For	Required For
Manage Goals					

> More Information

Configure Organization Goals

Organization Alignment ☐

Organization Goal Allows Organization Alignment Through Hierarchy ☐

Default Organization Goal to Private ☐

Enable Percent Complete ☐

Allow Automatic Calculation of Percent Complete ☐

Configure Goals In Reviews

Lock Goals Associated with In Progress Reviews ☐

Allow Deletion of Goals Associated with Reviews ☐

Allow Ordering of Goals in Reviews ☐

Maintain Goal Units Maintain Goal Payout Bands Configure Talent Tags Maintain Goal Categories Maintain Goal Periods Maintain Goal Completion Statuses

An enterprise creates organizational goals that include the following criteria:

- * The organizational goals span five years.
- * Workers can align their individual goals with the organizational goals.
- * Workers must provide a description for each individual goal.
- * Each individual goal must fall within one of three groupings.

Workers' individual goals fall within one of three groups: Innovation, Financial, or Productivity.

Where do you configure the groupings?

- A. Configure Organization Goals section
- B. Configure Goals to Review section
- C. Configure Talent Tags task
- **D. Maintain Goal Categories task**

Answer: D

Explanation:

- * In the scenario, each worker's goal must fall under one of three groupings: Innovation, Financial, Productivity.
- * These groupings are set up using Goal Categories.
- * The Maintain Goal Categories task allows administrators to define these categories and enforce categorization for goal entry.
- * Incorrect options:
- * Configure Goals in Review section# affects reviews, not groupings.
- * Configure Organization Goals section# applies to enterprise-level goals, not categorization.
- * Configure Talent Tags task# defines tags used for reporting, not enforced groupings.

References:

Workday Goal Management admin setup: "Use Maintain Goal Categories to define groupings for goals." Workday Pro Talent & Performance certification material: Goals must be categorized via categories, not talent tags.

NEW QUESTION # 15

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. Maintain Goal Completion Statuses
- B. Add Goal To Employees
- C. Create Goal for Worker
- **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 # 16

Your organization launches talent reviews for the entire organization on an annual basis. You created a new Talent Lead security group to initiate the talent review event.

What do you need to modify to enable this configuration?

- A. The Talent Review business process security policy
- **B. Both the Launch Talent Reviews business process security policy and the Talent Review domain security policy**
- C. Both the Talent Review business process security policy and the Talent Review domain security policy
- D. The Launch Talent Reviews business process security policy

Answer: B

Explanation:

This scenario involves enabling a new security group (Talent Lead) to initiate Talent Review events in Workday. To achieve this, you need to configure both the business process security and domain security that govern Talent Reviews.

* Launch Talent Reviews business process security policy

* This policy controls who has permission to initiate the Talent Review event.

* Without updating this, the new Talent Lead group cannot start the review process.

* Talent Review domain security policy

* This policy governs access to Talent Review objects, such as templates, review events, grids, and attributes.

* Without updating domain security, even if the group can launch the process, they will not be able to view or interact with the talent review itself.

* Incorrect alternatives

* Option B (Launch Talent Reviews only): This would allow the group to initiate the process, but they would lack access to view or work with the reviews.

* Option C (Talent Review business process security policy): There is no generic "Talent Review business process"; the correct one is "Launch Talent Reviews."

* Option D (Talent Review business process + domain security): Misstated. The business process in question is "Launch Talent Reviews," not a general Talent Review business process.

Therefore, the correct answer is to update both the Launch Talent Reviews business process security policy and the Talent Review domain security policy so that the Talent Lead group has both initiation rights and access permissions.

References

* Workday Pro Talent & Performance Certification Guide - Security in Talent Reviews: Explains that both business process security and domain security must be configured for security groups responsible for launching talent reviews.

* ERP Cloud Training - Talent Review Security: Notes that business process security grants initiation rights, while domain security controls access to objects and review content.

* Workday Community Documentation - Talent Review Setup: Confirms that both the Launch Talent Reviews business process policy and the Talent Review domain security policy must be modified when a new security group is added to initiate reviews.

NEW QUESTION # 17

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