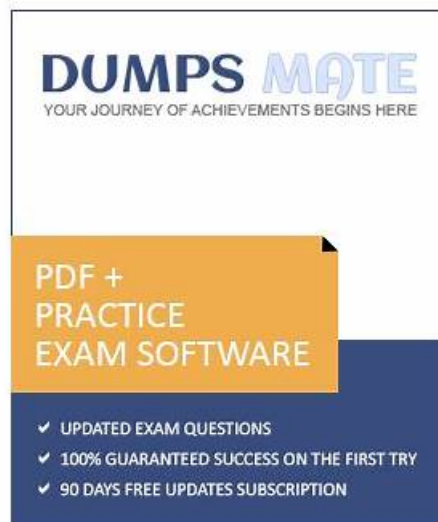


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Workday Workday-Pro-Talent-and-Performance Exam Syllabus Topics:

Topic	Details
Topic 1	• 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 2	• 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	• 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 4	• 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	• 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 (Q15-Q20):

NEW QUESTION # 15

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 Manager Evaluation for Performance Review and Complete Additional Evaluation for Performance Review
- **B. Get Additional Reviewers for Performance Review and Complete Additional Evaluation for Performance Review**
- C. Get Additional Reviewers for Performance Review and Complete Additional Manager 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 # 16

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. Add Goal To Employees

- C. Manage Organization Goals
- D. Maintain Goal Completion Statuses

Answer: C

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 # 17

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. Both the Talent Review business process security policy and the Talent Review domain security policy
- B. Both the Launch Talent Reviews business process security policy and the Talent Review domain security policy
- C. The Talent Review business process 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 # 18

An enterprise uses only the job management staffing model.

What option groups workers for succession purposes?

- A. Succession Plans

- **B. Succession Pools**
- C. Development Plan
- D. Candidate Pools

Answer: B

Explanation:

- * Even when using a job management staffing model, organizations use Succession Pools to group workers for succession planning.
- * Pools identify workers with potential to step into key roles in the future.
- * Incorrect options:
- * A. Development Plan # defines individual growth steps, not succession grouping.
- * B. Candidate Pools # used in recruiting, not succession.
- * C. Succession Plans # tied to specific positions or job profiles, not used for general grouping in job management models.

References:

Workday Succession Planning guide: "Succession Pools are used to group workers in job management staffing models."

NEW QUESTION # 19

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

Answer: D

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 # 20

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