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

Topic	Details
Topic 1	<ul style="list-style-type: none"><li>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.</li></ul>
Topic 2	<ul style="list-style-type: none"><li>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.</li></ul>
Topic 3	<ul style="list-style-type: none"><li>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.</li></ul>
Topic 4	<ul style="list-style-type: none"><li>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.</li></ul>
Topic 5	<ul style="list-style-type: none"><li>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.</li></ul>

### Workday Pro Talent and Performance Exam Sample Questions (Q18-Q23):

#### NEW QUESTION # 18

You want to create an organization goal for the workers in a supervisory organization.

When creating the organization goal, what most recent period defaults into the Goal Period field?

- A. The goal period assigned to its immediate superior supervisory organization.
- B. The most recent goal period assigned to a goal in the specific supervisory organization.**
- C. The goal period on any worker record in the supervisory organization.
- D. The first goal period created in the tenant.

#### Answer: B

Explanation:

Comprehensive Detailed Explanation

\* When creating an organization goal, Workday defaults the Goal Period field to the most recent goal period used in the specific supervisory organization.

\* It does not inherit from superior organizations, worker records, or the first goal period created in the tenant.

\* This ensures consistency within the supervisory organization's existing goal cycles.

References:

Workday documentation on Goal Period defaulting behavior.

Workday Pro Talent & Performance guide: "For new organizational goals, the Goal Period defaults to the most recent goal period assigned within that supervisory organization."

## NEW QUESTION # 19

Refer to the following scenario to answer the question below.

**Maintain Goal Setup**

**Configure Individual Goals**

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.

When workers create their goals, they need to include a goal description.

Where do you make the goal description a required field?

- A. Maintain Goal Units task
- B. Configure Organization Goals section
- **C. Configure Individual Goals section**
- D. Maintain Goal Categories task

**Answer: C**

Explanation:

- \* To make specific goal fields mandatory (such as requiring a goal description), you must configure this in the **Configure Individual Goals** section of the **Maintain Goal Setup** task.
- \* In this section, administrators define which fields are:
  - \* Required (must be completed by the worker),
  - \* Optional, or
  - \* Hidden (not shown to users).
- \* The **Maintain Goal Categories** task only sets up categories such as Innovation, Financial, Productivity.
- \* The **Maintain Goal Units** task configures measurement units (e.g., percentages, dollars).
- \* The **Configure Organization Goals** section governs how enterprise-level organizational goals behave, but does not control whether an individual field like "Description" is required.

Therefore, to enforce that workers must always provide a goal description, you configure this requirement in the **Configure Individual Goals** section.

References:

Workday Talent & Performance Admin Guide: "Configure Individual Goals section allows fields such as description, due date, and measurement to be marked as required or optional." Workday Pro Talent & Performance study material confirms: "Goal description

requirements are set in Configure Individual Goals, not in organization goal setup or categories."

### NEW QUESTION # 20

You want to create a performance review template with only an Overall section where the manager has to choose a rating. What configuration option accomplishes this?

- A. Prompt for Overall Rating
- B. Calculated Ratings with Overrides
- C. Calculated Ratings with No Overrides
- D. Manual Entry

#### Answer: A

Explanation:

- \* When you want a performance review template with only an Overall section, the correct configuration is Prompt for Overall Rating.
- \* This option requires the manager to provide a single overall rating without averaging or weighting items.
- \* Other options:
  - \* Manual Entry# applies to ratings on items, not a single overall section.
  - \* Calculated Ratings with No Overrides# automatically calculates from section ratings (not desired here).
  - \* Calculated Ratings with Overrides# allows calculation plus manual override, but still requires sections/items.

References:

Workday review template setup documentation.

Pro exam study notes: "Use Prompt for Overall Rating when only an overall section rating is required."

### NEW QUESTION # 21

Refer to the following scenario to answer the question below.

Your organization is initiating employee reviews. There are several objectives for these reviews, including:

- \* Setting goals and reviewing them quarterly.
- \* Checking in with the new hire at 90 days.
- \* Annually reviewing performance.
- \* Performing multi-rater reviews.

For the annual review, you need a new review template. This template must contain sections for both professional and personal goals.

What task do you need to configure before you can create the new template?

- A. Maintain Employee Review Section Types
- B. Maintain Goal Setup
- C. Maintain Employee Review Setup
- D. Maintain Goal Periods

#### Answer: A

Explanation:

- \* Before creating a review template, you must define the section types available in reviews.
- \* Since the template requires two different goal sections (professional and personal), you must configure them as Employee Review Section Types.
- \* Incorrect options:
  - \* A. Maintain Goal Periods # defines timeframes, not template sections.
  - \* C. Maintain Goal Setup # configures goal rules, not review template sections.
  - \* D. Maintain Employee Review Setup # overall setup but does not define section types.

References:

Workday Employee Review Template admin documentation.

Workday Pro exam study guide: "Use Maintain Employee Review Section Types to enable multiple goal sections in review templates."

### NEW QUESTION # 22

You want to define level-based behavioral indicators for proficiency ratings on a competency.

What criteria can you use?

- A. Management Level
- B. Talent Pool
- C. Supervisory Organization
- D. Job Profile

**Answer: D**

Explanation:

- \* Behavioral indicators can be tied to proficiency rating levels on a competency to describe expected behaviors at each level.
- \* These indicators are assigned by Job Profile.
- \* Other options (Supervisory Organization, Management Level, Talent Pool) are not used to define behavioral indicators.
- \* Linking by Job Profile allows organizations to customize behaviors expected for different roles.

References:

Workday Talent & Performance competency management documentation.

Workday Pro Talent & Performance training material: "Behavioral indicators are assigned at the job profile level to define expected behaviors for each proficiency rating."

### **NEW QUESTION # 23**

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