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

Topic	Details
Topic 1	• 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 2	• 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 3	• 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 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	• 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.

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

NEW QUESTION # 12
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 Manager Evaluation for Performance Review
- B. Get Additional Reviewers for Performance Review and Complete Additional Evaluation for Performance Review
- C. Get Additional Manager Evaluation for Performance Review and Complete Additional Evaluation for Performance Review
- D. Get Additional Reviewers 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:
* UseGet Additional Reviewers for Performance Review# allows nominating additional evaluators.
* Then useComplete 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 areReviewers + 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 # 13
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 indicatorscan be tied to proficiency rating levels on a competency to describe expected behaviors at each level.
* These indicators are assigned byJob 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 # 14
A worker is providing feedback and they only want it to be visible to the feedback recipient.
What kind of feedback allows for this?

- A. Private
- B. Confidential
- C. Anonymous
- D. Public

Answer: A

Explanation:
* In Workday,Private Feedbackis visible only to thefeedback recipient.
* Confidential Feedbackis visible to both the recipient and their manager.
* Anonymous Feedbackhides the identity of the feedback giver but may still be visible to managers or admins depending on configuration.
* Public Feedbackis broadly visible across the organization or workgroup.
Therefore, the only feedback type that ensures visibilityonly to the recipientisPrivate Feedback.
References:
Workday Talent & Performance study material on feedback types.
Workday Pro Talent & Performance training notes: "Private feedback is restricted to the recipient alone; confidential feedback includes the manager, while public feedback is visible more broadly."

NEW QUESTION # 15
How do dynamic talent pools determine pool membership?

- A. Based on the Compare Workers report
- B. Based on manual selection
- C. Based on the results of a saved search
- D. Based on a custom report you define

Answer: C

Explanation:
* Dynamic Talent Poolsautomatically determine membership by using the results of asaved search.
* This allows pool membership to update as workers meet or no longer meet the search criteria.
* Incorrect options:
* Compare Workers report# used for side-by-side comparison, not pool membership.
* Manual selection# applies to static pools, not dynamic.
* Custom report# not the driver; Workday specifically requires saved searches for dynamic pools.
References:
Workday Talent Pools configuration guide.
Workday Pro exam material: "Dynamic pools are maintained by saved search results."

NEW QUESTION # 16
While configuring the Performance Review business process, you added a Complete Additional Manager Evaluation step. However, when testing, the manager is not receiving the Inbox task to select other managers.
What do you configure on the employee review template to route this step to the manager's Inbox?

- A. Add a competencies section to the template.
- B. Enable the Additional Manager Evaluation for All Sections on the Other Reviewer Options section.
- C. Add a rule in the Applies To field to limit performance reviews to workers with additional jobs.
- D. Require Additional Managers to enter a comment in the Overall section.

Answer: B

Explanation:
* When you add aComplete Additional Manager Evaluationstep in the Performance Review BP, the system only generates the Inbox task if the employee review template is configured to allow it.
* This is controlled in theOther Reviewer Options sectionof the template.
* You must enable"Additional Manager Evaluation for All Sections"for the task to route correctly.
* Incorrect options:
* A. Adding a competencies section is unrelated to routing.
* B. Requiring comments in the Overall section doesn't trigger the step.
* D. Applies To field rules limit applicability but won't control routing to the direct manager.
References:
Workday Employee Review Template configuration guide.
Workday Pro exam material: "Enable Additional Manager Evaluation for All Sections in the template to activate the BP step."

NEW QUESTION # 17
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