Workday.Workday-Pro-Talent-and-Performance.v2026-11-25.q25

Exam Code:	Workday-Pro-Talent-and-Performance
Exam Name:	Workday Pro Talent and Performance Exam
Certification Provider:	Workday
Free Question Number:	25
Version:	v2026-11-25
# of views:	102
# of Questions views:	250
https://www.freecram.net/torrent/Workday.Workday-Pro-Talent-and-Performance.v2026-11-25.q25.html	

NEW QUESTION: 1
Your annual performance review includes goals, feedback, and responsibilities. Your business process includes these steps:
* Set Review Content
* Get Additional Reviewers
* Assess Potential
* Complete Manager Evaluation
What step will the workflow not use?
A. Get Additional Reviewers
B. Assess Potential
C. Complete Manager Evaluation
D. Set Review Content
Answer: (SHOW ANSWER)
* In Workday'sannual performance review process, typical default steps are:
* Set Review Content# defines template contents (goals, feedback, responsibilities).
* Get Additional Reviewers# allows adding reviewers.
* Complete Manager Evaluation# manager provides evaluation.
* Assess Potentialisnot part of the performance review process; it belongs toTalent Review / Succession Planning processes.
* Therefore, the workflow will not useAssess Potentialin a performance review.
References:
Workday Performance Review vs. Talent Review process distinction in Pro materials.
Workday configuration: "Assess Potential" is a Talent module step, not part of standard performance review flows.

NEW QUESTION: 2
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 Await Calibration Completion service step in the Complete Manager Evaluation business process
D. The Shared Participation step in the Launch Calibration business process
Answer: (SHOW ANSWER)
* To prevent managers from receiving Inbox tasks during calibration, you configure theAwait Calibration Completion service stepin theComplete 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: 3
During testing, you launched a Performance Review event with calibrations and all events are still in- progress. You notice that the goals are not populating as planned.
What is the first task you should run before you correct your configuration?
A. The Mass Rescind Business Process task for Start Performance Review and Launch Calibration, without the subprocesses
B. The Mass Rescind Business Process task for Start Performance Review only, including the subprocesses
C. The Mass Cancel Business Process task for Start Performance Review and Launch Calibration, including the subprocesses
D. The Mass Cancel Business Process task for Start Performance Review only, without the subprocesses
Answer: (SHOW ANSWER)
This scenario deals withtesting a Performance Review event that includes calibrations. Since the goals are not populating as expected, you need toreset the process correctly before fixing the configuration.
Here's why the correct choice isMass Rescind - Start Performance Review (including subprocesses):
* Rescind vs Cancel
* Rescind: Completelyremoves the business process instanceand all of its subprocesses from the system as if it never occurred. This is the proper action duringtesting, because it clears the data and lets you start fresh with corrected configuration.
* Cancel: Stops the process, but leaves historical records behind. This is not ideal for configuration testing, because it doesn't fully reset the process state.
* Why Start Performance Review only (not Calibration)
* Calibration events are tied to performance reviews. If you rescind theperformance review, the associated calibration processes are also cleared.
* If you attempt to rescind or cancel both Performance Review and Calibration separately, it can cause unnecessary complications.
* Why including subprocesses
* Performance Review has multiplesubprocesses(e.g., goal population, manager review, employee self-evaluation, calibration triggers).
* To fully clear the faulty test run, you must include all subprocesses; otherwise, remnants of the process remain in-progress and may block future testing.

* Incorrect Options Explained
* A. Mass Rescind (Performance Review + Calibration, no subprocesses)# Wrong, because calibration rescinds automatically when you rescind the review, and leaving out subprocesses creates incomplete cleanup.
* C. Mass Cancel (Performance Review + Calibration, with subprocesses)# Wrong, because Canceldoes not fully reset configuration testing.
* D. Mass Cancel (Performance Review only, no subprocesses)# Wrong, same reason:Cancelis insufficient, and leaving subprocesses active breaks cleanup.
References
* Workday Pro Talent & Performance Study Guide - Calibration & Performance Reviews:"When testing configuration errors, rescind the performance review with all subprocesses. Do not cancel, as this preserves process history and does not allow a clean retest."
* ERP Cloud Training - Workday Performance Review & Calibration:"Rescind clears all subprocesses linked to the review, including calibration. Cancel only halts the process without fully removing it."
* Workday Community Documentation - Mass Business Process Actions:Confirms thatRescind fully clears test data, while Cancel leaves records intact.

NEW QUESTION: 4
An enterprise uses only the job management staffing model.
What option groups workers for succession purposes?
A. Development Plan
B. Candidate Pools
C. Succession Plans
D. Succession Pools
Answer: (SHOW ANSWER)
* Even when using ajob management staffing model, organizations useSuccession Poolsto 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: 5
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. The Talent Review business process security policy
C. Both the Launch Talent Reviews business process security policy and the Talent Review domain security policy
D. The Launch Talent Reviews business process security policy
Answer: C (LEAVE A REPLY)

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 updateboth the Launch Talent Reviews business process security policy and the Talent Review domain security policyso 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: 6
Which configuration is responsible for determining what actions employees and managers can take during a talent review?
A. Organization membership
B. Employee potential
C. Domain security
D. Talent review template rule
Answer: (SHOW ANSWER)
This question is aboutTalent Reviewsin Workday and what drives the permissions or actions that employees and managers can take during the review process.
Let's analyze the choices:
* A. Organization membership
* Incorrect.
* Organization membership (e.g., supervisory org, talent pool) determineswhich workersare included in the review.
* It does not determinewhat actionsmanagers or employees can take.
* B. Employee potential

* Incorrect.
* Employee potential is anattribute(like performance, loss impact, retention risk) used for evaluation in the talent review grid.
* It informs thecontentof the review, not the actions available to participants.
* C. Domain security
* Partially correct but not the best answer.
* Domain security determineswho has accessto initiate or view Talent Reviews, but it does not driveprocess actions inside the review(such as rating, adding notes, or calibrating).
* D. Talent review template rule
* Correct.
* TheTalent Review Template Ruledefines theconfiguration of the talent review process, including:
* Which sections appear (e.g., 9-box grid, attributes, notes).
* Which actions participants (employees, managers, HR partners) can perform.
* Whether calibration is enabled, whether participants can move employees between grid boxes, and other interactive review behaviors.
* This is the configuration responsible for controllingwhat employees and managers can do during a talent review event.
Therefore, the correct answer isTalent review template rule.
#References
* Workday Pro Talent & Performance Certification Guide - Talent Reviews:"The talent review template rule determines the structure of the review and what actions participants may take during the review."
* ERP Cloud Training - Workday Talent Reviews:"Template rules control functionality such as allowing participants to update potential ratings, add notes, or move workers in the grid. Security domains only manage access."
* Workday Community Documentation - Talent Review Configuration:Confirms thattemplate rules define the actions and behaviors within a talent review session.

NEW QUESTION: 7
An enterprise wants to create their own list of skills and use them as search facets in reports.
What type of skills can they create to accomplish this?
A. Maintained skills
B. Skills Cloud skills
C. Crowdsourced skills
D. Synonymous skills
Answer: (SHOW ANSWER)
Comprehensive Detailed Explanation
* Enterprises can createMaintained Skills-custom-defined skills that are stored and searchable in their tenant.
* These can also be configured assearch facets in reports, supporting custom analysis.
* Incorrect options:
* Skills Cloud skills# Workday-delivered universal ontology, not customer-specific.
* Crowdsourced skills# skills suggested by workers, not controlled enterprise lists.
* Synonymous skills# system-recognized synonyms, not customer-defined lists.
References:
Workday Skills Configuration documentation: Maintained skills can be created for tenant-level use in searches and reports.

NEW QUESTION: 8
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 Goal Periods
B. Maintain Employee Review Section Types
C. Maintain Goal Setup
D. Maintain Employee Review Setup
Answer: (SHOW ANSWER)
* Before creating a review template, you must define thesection typesavailable in reviews.
* Since the template requirestwo different goal sections (professional and personal), you must configure them asEmployee 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: 9
A manager wants to cascade a goal to several workers.
What option is available in the Add Goal to Employees task?
A. Organizations
B. Succession Pool
C. Job Profile
D. Job Family
Answer: (SHOW ANSWER)
* In theAdd Goal to Employeestask, managers can cascade or assign goals to groups of workers.
* The available grouping option is byOrganizations(e.g., supervisory organizations, cost centers, custom organizations).
* Succession Pools, Job Profiles, and Job Familiesare not selection criteria in this task. Those are used in talent or competency management contexts but not in mass goal assignment.
References:
Workday Talent & Performance documentation, Goal Management section.

Workday Pro Talent & Performance training guide:"Add Goal to Employees allows assignment to selected workers or by organizations, not by succession pools, job profiles, or job families."

NEW QUESTION: 10

A manager wants to request feedback about a worker.
They select a locked feedback template to initially populate questions. What can the manager do?

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A. The manager may add additional new questions.
B. The manager may only use the default questions.
C. The manager may add a question from a bank of previously written questions.
D. The manager may edit the defaulted questions to better meet their requirements.
Answer: (SHOW ANSWER)
* Feedback templatesin Workday can be delivered aslockedoreditable.
* Alocked feedback templateensures consistency across the organization, meaning the manager cannot add, edit, or delete questions.
* Only the default questions included in the template may be used.
* Options A, C, and D would apply if the template were editable, but they are not possible in a locked template.
References:
Workday Feedback configuration documentation.
Workday Pro Talent & Performance certification study material:"Locked templates prevent managers from adding or editing questions. Only the delivered questions are used."

NEW QUESTION: 11

You recently created a talent pool to help develop potential new managers. You added ten managers to the pool. Now you want to assign two self-development goals to each member of the talent pool.
What task allows you to assign those two goals to all members in one event?
A. Create Goal for Worker
B. Manage Organization Goals
C. Maintain Goals Setup
D. Add Goal To Employees
Answer: (SHOW ANSWER)
In Workday Talent & Performance, when you want to assign goals to a group of employees (such as everyone in a talent pool), you must use the"Add Goal To Employees"task.
Here's why:
* Create Goal for Worker
* This task is specific toone workerat a time. It would not allow you to mass-assign goals to multiple workers.
* Suitable when you want to add a goal for an individual employee.
* Manage Organization Goals
* Used to defineorganization-wide goals(e.g., company objectives).
* These can be cascaded, but they are not tied to an action that assigns two goals directly to all members of a talent pool.
* Maintain Goals Setup
* This is forconfiguring goal settings(e.g., categories, weights, behaviors) at the tenant level.
* It doesn't execute the action of assigning goals to workers.

* Add Goal To Employees
* Specifically designed formass goal assignment.
* You can select multiple employees (for example, all 10 members of your talent pool) and assign the same goals in a single event.
* This is the only option that fulfills the requirement of assigningtwo self-development goals to all membersin one step.
#References
* Talent & Performance Study Guide topics:
* Goal Management: Covers the difference between worker-specific vs. mass goal actions.
* Talent Pools: Workday documentation explains that pools are often used for succession planning and development, and "Add Goal to Employees" is the correct bulk action for assigning development activities.
* External Training Reference: ERP Cloud Training notes that"The Add Goal To Employees task allows administrators to assign multiple goals across groups such as talent pools or organizations, enabling faster alignment with development plans."#web source on Talent & Performance training#
* Workday Pro Talent & Performance Flashcards: Confirm that the correct way to mass assign goals is viaAdd Goal To Employeestask, not Manage Organization Goals (which is only for defining org-level goals).

NEW QUESTION: 12
You are using a performance review template and a goal is not populating into an employee's review.
What could cause this issue?
A. The goal was created using the Cascade Goals business process.
B. The goal due date falls outside the period start and end dates of the template.
C. The goal has milestones that are not in Complete status.
D. The goal is in Not Started status.
Answer: (SHOW ANSWER)
* For a goal to populate into a performance review, itsdue datemust align with thereview template's start and end period.
* If the goal falls outside that timeframe, Workday will not pull it into the review.
* Other options are not correct:
* Cascade Goals# does not prevent goals from being included.
* Milestones not Complete# milestone status does not block goal population.
* Not Started status# goals can still populate even if not started.
References:
Workday Performance Review setup guide:"Goals populate into reviews if their due dates fall within the template's defined period."
Workday Pro Talent & Performance exam prep: Goal alignment with template period is required.

NEW QUESTION: 13
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. Require Additional Managers to enter a comment in the Overall section.
C. Enable the Additional Manager Evaluation for All Sections on the Other Reviewer Options section.
D. Add a rule in the Applies To field to limit performance reviews to workers with additional jobs.

Answer: (SHOW ANSWER)

* 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: 14

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 first goal period created in the tenant.

C. The goal period on any worker record in the supervisory organization.

D. The most recent goal period assigned to a goal in the specific supervisory organization.

Answer: (SHOW ANSWER)

Comprehensive Detailed Explanation

* When creating anorganization goal, Workday defaults theGoal Periodfield to themost recent goal periodused 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: 15

Refer to the following scenario to answer the question below.





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.

The current five-year timeframe for organizational goals is ending and you want to create new organizational goals.

What task do you use to create the next five-year cycle?

A. Maintain Goal Categories

B. Maintain Goal Payout Bands

C. Maintain Goal Completion Statuses

D. Maintain Goal Periods

Answer: (SHOW ANSWER)

* Organizational goals are tied togoal periods, which define the timeframe (e.g., annual, multi-year, or in this case, a five-year cycle).
* When the current five-year period ends, you must create anew goal periodin order to define the next cycle of organizational goals.
* The other tasks do not apply here:
* Maintain Goal Categories# defines groupings such as Innovation, Financial, Productivity, but does not manage timeframes.

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* Maintain Goal Payout Bands# used for goal-linked compensation or incentive payouts.
* Maintain Goal Completion Statuses# manages status labels such as "Not Started, In Progress, Complete," not periods.
Therefore, to establish the next five-year organizational goal cycle, you use theMaintain Goal Periodstask.
References:
Workday Talent & Performance configuration documentation:"Maintain Goal Periods allows organizations to define new cycles (e.g., annual or multi-year) for organizational and individual goals." Workday Pro Talent & Performance certification material:"Organizational goal cycles are created and managed via Maintain Goal Periods."

NEW QUESTION: 16
You want each talent partner to create their own talent pools and be able to manually add or remove pool members.
If they choose to create a pool that is not shared with others, what type of talent pool will they create?
A. Private Dynamic Talent Pool
B. Private Static Talent Pool
C. Restricted Dynamic Talent Pool
D. Restricted Static Talent Pool
Answer: (SHOW ANSWER)
* Static Talent Poolsallowmanual addition and removalof members.
* Privatemeans the pool is only visible to the creator and not shared with others.
* Therefore, aPrivate Static Talent Poollets talent partners create their own pools, manage membership manually, and keep them unshared.
* Incorrect options:
* Dynamic Pools# membership is controlled by saved searches, not manual additions.
* Restricted Pools# visibility is limited to certain groups but still shared, not completely private.
References:
Workday Talent Pools configuration guide.
Pro certification training:"Private Static Pools allow personal management of membership without sharing."

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NEW QUESTION: 17
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. Manager
B. Manager for Majority of Event
C. Matrix Manager
D. Primary Manager
Answer: (SHOW ANSWER)
* In a performance review event spanning multiple months, Workday determines which manager should receive the evaluation step.
* The optionManager for Majority of Eventensures that the manager who supervised the employee for thelongest 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: 18
An organization has recently started the talent review process. A manager wants to take action on assigned tasks, while also viewing the team's current performance ratings and potential assessments.
What report would allow the manager to do so?
A. Employee Review Status Summary report
B. Talent Review Status Summary report
C. My Team's Performance Reviews report
D. Talent Snapshot report
Answer: (SHOW ANSWER)
* TheTalent Review Status Summary reportprovides managers with visibility into their team's currentperformance ratings, potential assessments, and status within the talent review cycle.
* It also allows them to take action on assigned tasks during the process.
* Incorrect options:
* A. Employee Review Status Summary # shows progress of performance reviews, not talent reviews.
* C. My Team's Performance Reviews # focused only on performance review tasks.
* D. Talent Snapshot # shows detailed worker profiles, not task/action tracking in talent reviews.
References:
Workday delivered reporting catalog.
Workday Pro Talent Review training content.

NEW QUESTION: 19
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. Add Goal To Employees

B. Maintain Goal Completion Statuses
C. Create Goal for Worker
D. Manage Organization Goals
Answer: (SHOW ANSWER)
* Add Goal To Employeesis used for bulk assigning existing goals to workers, not for creating new organizational goals.
* Maintain Goal Completion Statusesis used to track and update progress, not goal creation.
* Create Goal for Workerapplies only to individual workers.
* Manage Organization Goalsis the correct task for a manager to create a goal at thedivision or supervisory organization leveland 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: 20
When a position has a succession plan, what talent attribute identifies the timeframe that you expect a specific worker to move into that position?
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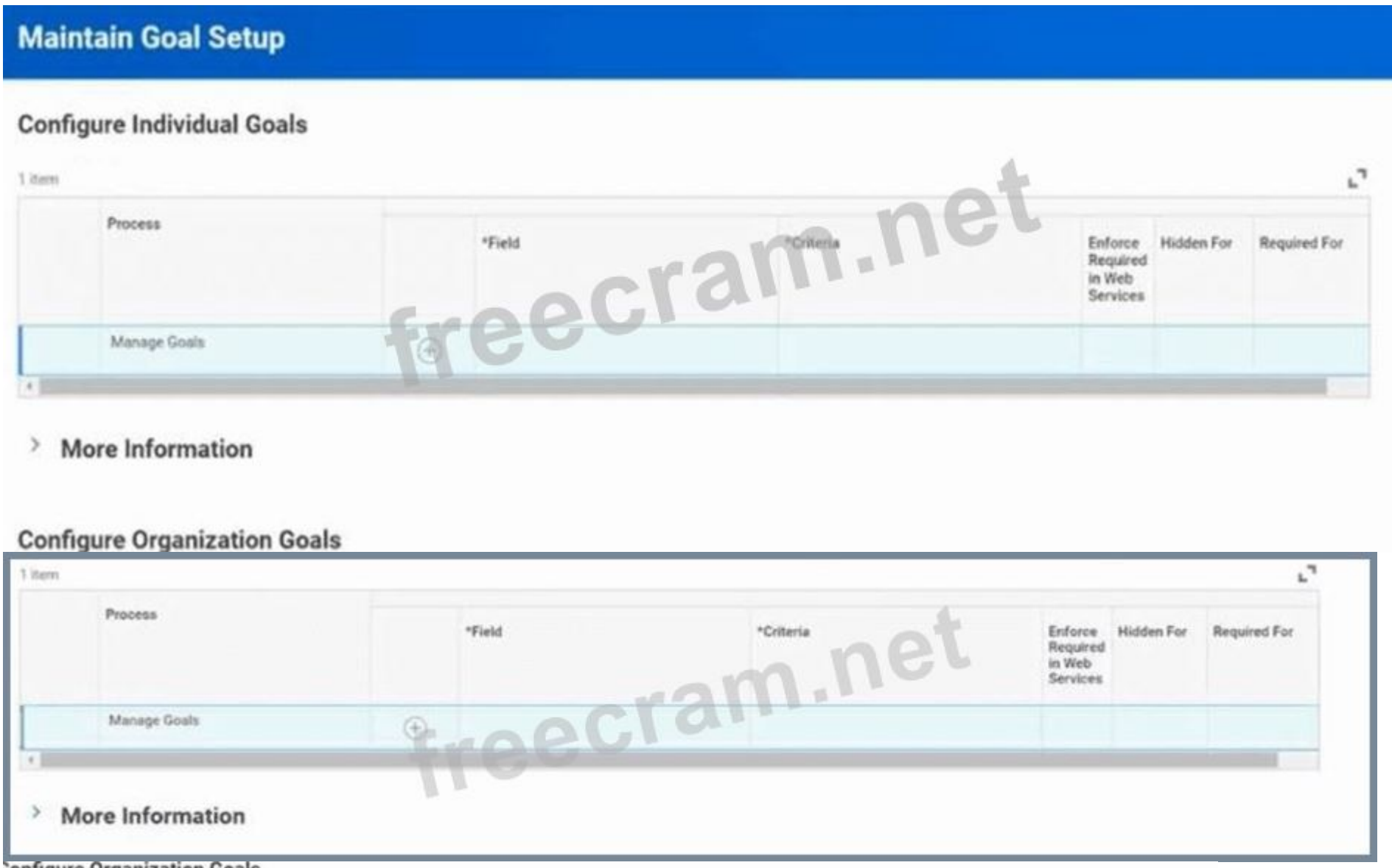
A. Achievable Level
B. Retention
C. Readiness
D. Potential
Answer: (SHOW ANSWER)
* In succession planning, theReadinesstalent attribute represents thetimeframein which a worker is expected to be ready to move into a position (e.g., "Ready Now," "1-2 Years," "3-5 Years").
* Incorrect options:
* A. Achievable Level # indicates the highest role/level a worker may reach, not timeframe.
* B. Retention # risk of employee leaving, not succession readiness.
* D. Potential # overall growth capacity, not time-based readiness.
References:
Workday Succession Planning documentation:"Readiness specifies the timeframe for potential successors."

NEW QUESTION: 21
Refer to the following scenario to answer the question below.





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.

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* 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 Goals to Review section
B. Maintain Goal Categories task
C. Configure Organization Goals section
D. Configure Talent Tags task
Answer: (SHOW ANSWER)
* In the scenario, each worker's goal must fall under one of three groupings:Innovation, Financial, Productivity.
* These groupings are set up usingGoal Categories.
* TheMaintain Goal Categoriestask 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: 22
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 Reviewers for Performance Review and Complete Additional Manager Evaluation for Performance Review
D. Get Additional Manager Evaluation for Performance Review and Complete Additional Evaluation for Performance Review
Answer: (SHOW ANSWER)
* 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: 23
As an administrator, what is an attribute of feedback badges?
A. You can delete badges at any time.

B. You can make badges required when entering feedback.
C. You can create custom badges using Workday-delivered icons.
D. You can allow recipients to decline badges.
Answer: (SHOW ANSWER)
In Workday Talent & Performance,feedback badgesare a visual and motivational way to recognize employees when providing feedback. Administrators configure the rules and usage of these badges.
Let's carefully review the options:
* A. You can delete badges at any time.
* Not correct.
* Once a badge is actively in use (already given to workers in feedback), it cannot simply be deleted, because that would break historical data. Instead, administrators can make badgesinactive
, but they remain in the system for reporting integrity.
* B. You can make badges required when entering feedback.
* Correct.
* Workday configuration allows admins torequire that feedback entries include a badge. This ensures that every feedback submission carries a visual, standardized recognition element alongside the narrative text.
* This aligns with the study guide underFeedback and Recognition, which highlights that "badges may be configured as required fields for any feedback process."
* C. You can create custom badges using Workday-delivered icons.
* Not exactly.
* You can createcustom badges, but you upload yourown images/icons. Workday provides sample ones, but they aren't the only option. You are not restricted to Workday-delivered icons.
* D. You can allow recipients to decline badges.
* Incorrect.
* Employeescannot declinebadges once they are attached to feedback. Feedback is submitted as part of the talent/performance process, and the badge is embedded.
Therefore, the unique administrator attribute here is the ability tomake badges required when entering feedback.
#References
* Workday Pro Talent & Performance Guide- Feedback Badges configuration:"Administrators can make badge selection mandatory when submitting feedback, ensuring consistent recognition across the organization."
* ERP Cloud Training (Talent & Performance Badges section): Confirms thatbadges can be required for feedback, cannot be declined by recipients, and must be inactivated (not deleted) when no longer in use.
* Workday Community (Feedback and Recognition documentation):Custom badges can be created by uploading images, not restricted to Workday-delivered icons.

NEW QUESTION: 24
Refer to the following scenario to answer the question below.



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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 Categories task

B. Maintain Goal Units task

C. Configure Organization Goals section

D. Configure Individual Goals section

Answer: (SHOW ANSWER)

* To make specific goal fieldsmandatory(such as requiring a goal description), you must configure this in theConfigure Individual Goals sectionof theMaintain Goal Setuptask.
* In this section, administrators define which fields are:

* Required(must be completed by the worker),
* Optional, or
* Hidden(not shown to users).
* TheMaintain Goal Categories taskonly sets up categories such as Innovation, Financial, Productivity.
* TheMaintain Goal Units taskconfigures measurement units (e.g., percentages, dollars).
* TheConfigure Organization Goals sectiongoverns 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 theConfigure 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: 25
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 multi-rater reviews, what template sections do you need to configure?
A. Competencies
B. Questions
C. Goals
D. Feedback
Answer: (SHOW ANSWER)
* Formulti-rater reviews, the essential template section isFeedback.
* This allows multiple reviewers to provide input on the employee, ensuring a comprehensive evaluation.
* Other sections (Competencies, Questions, Goals) may be included but are not required specifically for multi-rater functionality.
* Without a Feedback section, multi-rater reviews cannot function correctly.
References:
Workday Pro Talent & Performance documentation: "Multi-rater reviews rely on Feedback sections to collect input from additional reviewers." Workday template design best practices for multi-rater reviews.

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