



Workday

Workday-Pro-Talent-and-Performance Exam

Workday Pro Talent and Performance Exam

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Question 1. (Single Select)

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

Correct Answer: D

Explanation:

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 to one worker at 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 define organization-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 for configuring 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 for mass 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 assigning two self-development goals to all members in one step.

Ø=Ý Reference

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 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."0 web source training0

Workday Pro Talent & Performance Flashcards: Confirm that the correct way to mass assign goals is via Add Goal To Employees task, not Manage Organization Goals (which is only for defining org-level goals).

Question 2. (Single Select)

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.

Correct Answer: D

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.

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."

Question 3. (Single Select)

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

Correct Answer: A

Explanation:

In the Add Goal to Employees task, managers can cascade or assign goals to groups of workers.

The available grouping option is by Organizations (e.g., supervisory organizations, cost centers, custom organizations).

Succession Pools, Job Profiles, and Job Families are not selection criteria in this task. Those are used in talent or competency management contexts but not in mass goal assignment.

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."

Question 4. (Single Select)

A manager wants to request feedback about a worker.

They select a locked feedback template to initially populate questions. What can the manager do?

- 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.

Correct Answer: B

Explanation:

Feedback templates in Workday can be delivered as locked or editable.

A locked feedback template ensures 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.

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.”

Question 5. (Single Select)

You are assigning competencies to objects in Workday.

When Workday defines the target proficiency level for a worker, what source takes precedence?

- A: Job Profile
- B: Management Level
- C: Position
- D: Job Family

Correct Answer: C

Explanation:

Competencies can be assigned to multiple objects: job profiles, job families, positions, or management levels.

When determining a worker’s target proficiency level, Position takes precedence over all other sources.

Order of precedence: Position > Job Profile > Job Family > Management Level.

This allows organizations to define competencies at higher levels (family, profile) but override them at the position level if necessary.

Workday Talent & Performance competency framework documentation.

Workday Pro training guide: “Position overrides job profile, job family, and management level when determining a worker’s target proficiency level.”



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