



Workday-Pro-Recruiting Practice Questions

Shared by Richardson on 24-08-2026

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Question 1

Question Type: MultipleChoice

Refer to the following scenario to answer the question below.

Your recruiters are very busy and you want to maintain a good experience for both recruiters and candidates. As a result, you create a new recruiting role responsible for handling assessments and background checks for candidates.

When using the Recruiting Hub, you want those in the new role to be able to filter for only their assigned job requisitions.

What additional task do you run to accomplish this?

Options:

- A- Maintain Dashboards
- B- Assign Roles
- C- Edit Grid Configuration
- D- Maintain Job Requisition Workspace

Answer:

B

Explanation:

The Assign Roles task associates users with the new recruiting role on the applicable job requisitions or organizational context. Once those assignments exist, Recruiting Hub can resolve which requisitions belong to each user and support filtering based on assigned requisitions.

Maintain Dashboards controls dashboard configuration but does not create underlying role assignments. Edit Grid Configuration changes the presentation of report or grid columns, not the ownership relationship between a user and a requisition. Maintain Job Requisition Workspace concerns workspace configuration and likewise does not establish the user's assigned-requisition population.

Creating a role and security group alone is insufficient. The role defines the functional capacity, and security grants access, but an assignment connects a particular user to a particular recruiting context. Without that connection, Workday has no reliable basis for an "assigned to me" filter. Administrators must also confirm that the role is assignable at the intended level and that the Recruiting Hub report uses that role relationship. Study Guide reference: Configure Recruiting Security --- Assign Roles, Recruiting Hub, Assigned Job Requisitions, Recruiting Roles, and Role-Based Filtering. Workday's recruiting platform provides centralized recruiter views and configurable workflows based on recruiting responsibilities. Workday Talent

Acquisition

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Question 2

Question Type: MultipleChoice

You are creating a Junior Recruiter security group. You want to assign the members of this group to specific job requisitions, and you also want them to review all candidate assessments in the system.

What security group type do you create?

Options:

- A- Manager Level-Based
- B- Role-Based (Constrained)
- C- Segmented
- D- Role-Based (Unconstrained)

Answer:

B

Explanation:

A Role-Based (Constrained) security group is appropriate because Junior Recruiters must be assigned to specific job requisitions. The role assignment supplies the constraint that determines the requisitions for which each member performs recruiting work.

Manager Level-Based groups derive access from a management hierarchy and do not support direct requisition-role assignment. A Segmented group limits access by configured data segments rather than by recruiting-role assignment. A Role-Based (Unconstrained) group would give every holder the role's access throughout the tenant and would not respect the requirement to assign members to particular requisitions.

The assessment requirement must be handled through the domains granted to the security group. Access to assessment data depends on the applicable candidate-assessment domains and their security behavior. The group type still needs to support the explicit requisition assignment, making Role-Based (Constrained) the correct foundation. Administrators should validate whether any assessment domain is unconstrained and ensure that granting broad assessment visibility is intentional because assessments may contain sensitive candidate information. Study

Guide reference: Configure Recruiting Security --- Role-Based Constrained Groups, Job Requisition Role Assignments, Candidate Assessment Domains, and Least-Privilege Design. Workday Recruiting uses its core security model to protect candidate data while enabling recruiting collaboration. Workday Recruiting datasheet

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Question 3

Question Type: MultipleChoice

Your company needs to solicit personal information from candidates after they speak with a recruiter during an informal interview.

What business process definition do you configure to meet this requirement?

Options:

- A- Job Application
- B- Screen
- C- Job Requisition
- D- Personal Information Change

Answer:

B

Explanation:

The informal conversation with a recruiter is represented by the Screen subprocess. To request personal information after that interaction, the administrator configures the applicable step within the Screen business process definition. This ties the request directly to completion of the screening activity and ensures that only candidates who reach that point receive it.

Job Application is the parent process that controls movement between recruiting stages. Although it invokes Screen, placing the post-conversation activity in Screen provides the required timing and stage context. Job Requisition governs the creation and approval of hiring demand, not candidate interaction. Personal Information Change is used for maintaining personal data in a worker-oriented context and is not the appropriate recruiting subprocess for a candidate who has just completed an informal screen.

The configuration can include routing, conditions, questionnaires, or other candidate-facing steps as appropriate. If different screening types exist, step label overrides and rule-based

definitions can further distinguish the applicable flow. The essential design principle is to configure an activity in the subprocess representing the event after which it must occur. Study Guide reference: Define Recruiting Business Processes --- Screen Subprocess, Candidate Information Requests, Job Application Stages, and Post-Screen Actions. Workday Recruiting datasheet

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Question 4

Question Type: MultipleChoice

What step in the Offer business process allows your recruiters to review the offer document before it goes to the candidate?

Options:

- A- Propose Compensation Offer/Employment Agreement
- B- Review Documents
- C- Make Offer Decision
- D- Generate Document

Answer:

B

Explanation:

The Review Documents step allows the offer document to be routed to recruiters or other designated participants for review before it is presented to the candidate. The step can be positioned after document generation and routed to the appropriate recruiting security group.

Propose Compensation Offer/Employment Agreement captures and approves compensation-related offer information; it does not provide the document-review activity described. Make Offer Decision records an internal decision concerning the offer but is not the step used to inspect the generated document. Generate Document produces the offer letter from the configured template and transaction data. Generation alone does not provide a controlled reviewer task.

The typical sequence is to establish the offer terms, generate the document, route the resulting document for internal review, and then make it available to the candidate. Conditions and routing can vary this sequence according to factors such as country, worker type, compensation level, or offer type. Review Documents is therefore the correct step because it separates

document creation from formal internal verification. Study Guide reference: Define Recruiting Business Processes --- Offer, Generate Document, Review Documents, Reviewer Routing, and Candidate Presentation. Workday describes offer management as using configurable workflows, compensation integration, and candidate-facing offer documents. Workday Recruiting datasheet

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Question 5

Question Type: MultipleChoice

You are posting jobs to an internal career site and want to display different types of fields to the internal candidate based on management level.

How many Job Posting Template Content objects can you create and use?

Options:

- A- 1
- B- 5
- C- 50
- D- Unlimited

Answer:

D

Explanation:

Workday allows unlimited Job Posting Template Content objects to be created and used. This enables organizations to define different reusable content objects for management levels, job families, worker populations, countries, brands, or other posting conditions.

This question concerns the number of content objects that can be created, not the maximum number of job posting templates that can be applied to a particular internal career site. Those are different limits. An organization can maintain an unlimited content library while applying only the appropriate templates or content combinations in a given configuration.

For management-level differentiation, administrators create the required content objects and use conditions or template configuration to display the correct fields and text to internal candidates. Clear naming and governance are important because unlimited creation can lead to duplicates, obsolete content, and conflicting conditions. Content should also be tested using representative requisitions at each management level. Study Guide reference: Career Sites ---

Job Posting Template Content, Internal Career Sites, Conditional Content, Management Level, and Template Governance. Workday's internal career experience is designed to present relevant job information while supporting internal mobility and employee applications. Workday Hubs Guide

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Question 6

Question Type: MultipleChoice

Refer to the following scenario to answer the question below.

You need to update the Offer business process to accommodate new requirements from the recruiting team. They would like candidates who accept the offer document to automatically move into the Ready for Hire stage. They also want to be able to complete both the Initiation and Propose Compensation Offer/Employment Agreement processes simultaneously.

What documents can you configure for the candidate to review?

Options:

- A- Any documents in Workday configured on the Review Document step.
- B- Only documents from the Generate Document step.
- C- Only documents the Recruiting Administrator creates.
- D- Only documents available on Workday Drive.

Answer:

A

Explanation:

The Review Document step can present any eligible Workday document configured on that step. The document does not have to originate exclusively from the immediately preceding Generate Document step, be manually created by a Recruiting Administrator, or reside in Workday Drive.

Generate Document commonly produces the primary offer letter or employment agreement, but the Review Document step is broader. Administrators can configure additional Workday documents that the candidate must review or acknowledge as part of the offer process. Examples can include policy documents, disclosures, contractual attachments, or other materials appropriate to the candidate and recruiting context.

The distinction is between document generation and document presentation. Generate Document creates output from a configured document template. Review Document determines which available documents are displayed to the candidate for review and, when configured, acknowledgment or electronic action. Restricting the step to only generated documents would unnecessarily limit the process and is not how the step is designed.

This flexibility supports a single candidate-facing package while allowing organizations to vary documents through condition rules and process configuration. Study Guide reference: Define Recruiting Business Processes --- Offer, Generate Document, Review Document, Candidate Document Presentation, and Conditional Documents. Workday identifies configurable offers, agreements, and an easy-to-sign candidate experience as Recruiting capabilities. Workday Recruiting datasheet

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Question 7

Question Type: MultipleChoice

How many external career sites can you have at the same time?

Options:

- A- 1
- B- 25
- C- 50
- D- Unlimited

Answer:

D

Explanation:

Workday supports unlimited external career sites within the applicable tenant configuration. Organizations can therefore create distinct candidate experiences for different brands, countries, languages, business lines, hiring programs, or regulatory contexts without being limited to 1, 25, or 50 sites.

"Unlimited" refers to the absence of the numerical configuration limits listed in the alternatives; it does not remove operational considerations. Every career site requires appropriate branding, navigation, job-posting rules, authentication behavior, privacy content, localization, and ongoing administration. Creating a large number of sites without a governance model can fragment the

candidate experience and complicate reporting and maintenance.

Each external site can be configured to display the relevant job population and candidate-facing content. Administrators should determine whether separate sites are genuinely required or whether branding, localization, and posting conditions can meet the need within fewer configurations. Study Guide reference: Career Sites --- External Career Site Configuration, Multiple Career Sites, Branding, Job Populations, Localization, and Governance. Workday Recruiting supports tailored candidate experiences and employer-brand presentation across external talent populations. Workday Recruiting datasheet

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Question 8

Question Type: MultipleChoice

You are updating your job application process to be more efficient, so you are analyzing the order in which each subprocess executes.

What Job Application subprocess cannot initiate if the system has generated an employment agreement?

Options:

- A- Offer
- B- Interview
- C- Ready for Hire
- D- Screen

Answer:

A

Explanation:

The Offer subprocess cannot be initiated after the system has generated an employment agreement. Offer is an upstream subprocess that establishes the employment terms used to produce the agreement. Once the agreement has been generated, initiating Offer again would attempt to restart the terms-producing stage after its contractual output already exists.

Ready for Hire is downstream of the offer and agreement activities and may proceed when its configured prerequisites are satisfied. Interview and Screen are evaluative stages. Their availability depends on the Possible Next Steps configuration and applicable condition rules, but

the existence of a generated employment agreement does not create the same direct dependency conflict for those stages.

Workday business processes maintain lifecycle integrity through initiation restrictions, stage dependencies, and permitted next-step relationships. If employment terms must be changed after an agreement is generated, the administrator must follow the supported correction, rescind, regeneration, or amendment path rather than initiating another ordinary Offer subprocess against the same application state. This preserves the relationship between approved terms, the generated agreement, candidate acceptance, and the eventual hiring transaction. Study Guide reference: Define Recruiting Business Processes --- Job Application Stage Sequencing, Offer, Employment Agreement, Possible Next Steps, and Subprocess Initiation Restrictions. Workday Recruiting datasheet

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