



# Workday-Pro-Talent-and-Performance Practice Questions

Shared by Lawson on 24-08-2026

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## Question 1

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Question Type: MultipleChoice

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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?

Options:

- A- Add Goal To Employees
- B- Maintain Goal Completion Statuses
- C- Create Goal for Worker
- D- Manage Organization Goals

Answer:

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D

Explanation:

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Add Goal To Employees is used for bulk assigning existing goals to workers, not for creating new organizational goals.

Maintain Goal Completion Statuses is used to track and update progress, not goal creation.

Create Goal for Worker applies only to individual workers.

Manage Organization Goals is the correct task for a manager to create a goal at the division or supervisory organization level and cascade it to their direct reports.

Workday Talent & Performance: Goal Management.

Workday Pro study guide: "Managers use Manage Organization Goals to create and cascade organizational goals to their teams."

## Question 2

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Question Type: MultipleChoice

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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?

Options:

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

Answer:

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C

Explanation:

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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.

Workday review template setup documentation.

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

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### Question 3

Question Type: MultipleChoice

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Refer to the following scenario to answer the question below.

Your Performance Review business process includes the following steps:

- (a) Set Review Content
- (b) Get Additional Reviewers
- (c) Complete Self Evaluation
- (d) Complete Manager Evaluation

For the Get Additional Reviewers step, a worker submits reviewer names, then their manager needs to approve the proposed additional reviewers.

Where would you configure this approval step?

### Options:

- A- On the Performance Review business process, immediately after the Get Additional Reviewers step
- B- On the Get Additional Reviewers subprocess, immediately after the Complete Additional Evaluation for Performance Review step
- C- On the Performance Review business process, immediately after the Complete Manager Evaluation step
- D- On the Get Additional Reviewers subprocess, immediately after the initiation step

### Answer:

D

### Explanation:

The Get Additional Reviewers subprocess is responsible for collecting reviewer nominations.

If you want the manager to approve reviewer names after a worker submits them, you configure an Approval step inside this subprocess.

It should be placed immediately after the initiation step to ensure manager approval occurs before reviewers are finalized.

Incorrect options:

A . Adding approval in the main Performance Review BP won't tie it directly to the reviewer nominations.

B . Placing approval after "Complete Additional Evaluation" is too late---reviewers would already be acting.

C . Approval after manager evaluation is unrelated to reviewer setup.

Workday Performance Review subprocess design documentation.

Workday Pro Talent & Performance exam prep: "Manager approval of reviewer nominations must be configured in the Get Additional Reviewers subprocess."

## Question 4

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Question Type: MultipleChoice

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You are assigning competencies to objects in Workday.

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

### Options:

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

### Answer:

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C

### Explanation:

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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."

## Question 5

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Question Type: MultipleChoice

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As an administrator, what is an attribute of feedback badges?

Options:

- 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:

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B

Explanation:

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In Workday Talent & Performance, feedback badges are 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 badges inactive, but they remain in the system for reporting integrity.

B . You can make badges required when entering feedback.

Correct.

Workday configuration allows admins to require 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 under Feedback 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 create custom badges, but you upload your own 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.

Employees cannot decline badges 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 to make badges required when entering feedback.

Reference

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 that badges 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.

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## Question 6

Question Type: MultipleChoice

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You want to launch a talent review for a group of workers who do not belong to the same organization.

What option allows for this?

Options:

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- A- Job Family
- B- Supervisory Organization
- C- Custom Organization
- D- Talent Pool

Answer:

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D

Explanation:

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To launch a Talent Review for a group of workers who do not share the same supervisory organization, you can use a Talent Pool.

Talent pools allow grouping across organizations, job families, or geographies.

Incorrect options:

Job Family groups roles, not flexible enough for reviews across diverse workers.

Supervisory Organization too restrictive; only covers workers within that org.

Custom Organization useful for grouping but not directly designed for Talent Review events.

Workday Talent Review configuration: Talent Pools as input populations.

Workday Pro Talent & Performance prep: "Use Talent Pools when reviewing cross-org worker groups."

## Question 7

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Question Type: MultipleChoice

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A manager wants to cascade a goal to several workers.

What option is available in the Add Goal to Employees task?

Options:

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A- Organizations

B- Succession Pool

C- Job Profile

D- Job Family

Answer:

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A

### Explanation:

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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 8

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**Question Type:** MultipleChoice

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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?

### Options:

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- 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:

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C

### Explanation:

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When you add a Complete Additional Manager Evaluation step 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 the Other Reviewer Options section of 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.

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."

## Question 9

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**Question Type:** MultipleChoice

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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?

### Options:

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- A- Get Additional Reviewers
- B- Assess Potential

- C- Complete Manager Evaluation
- D- Set Review Content

Answer:

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B

Explanation:

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In Workday's annual 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 Potential is not part of the performance review process; it belongs to Talent Review / Succession Planning processes.

Therefore, the workflow will not use Assess Potential in a performance review.

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.

## Question 10

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Question Type: MultipleChoice

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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?

Options:

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- A- Competencies
- B- Questions
- C- Goals
- D- Feedback

Answer:

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D

Explanation:

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For multi-rater reviews, the essential template section is Feedback.

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.

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.

## Question 11

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**Question Type:** MultipleChoice

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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?

Options:

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- A- Private Dynamic Talent Pool

- B- Private Static Talent Pool
- C- Restricted Dynamic Talent Pool
- D- Restricted Static Talent Pool

Answer:

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B

Explanation:

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Static Talent Pools allow manual addition and removal of members.

Private means the pool is only visible to the creator and not shared with others.

Therefore, a Private Static Talent Pool lets 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.

Workday Talent Pools configuration guide.

Pro certification training: "Private Static Pools allow personal management of membership without sharing."

## Question 12

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Question Type: MultipleChoice

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What field does Workday require when you create a competency?

Options:

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- A- Proficiency Rating Scale
- B- Competency Description
- C- Name
- D- Category

### Answer:

C

### Explanation:

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When creating a Competency in Workday Talent & Performance, the system enforces certain required fields.

#### Name:

This is the mandatory field. Every competency must have a name so it can be identified in job profiles, performance reviews, and talent pools.

Without a name, Workday will not allow you to save or proceed.

#### Proficiency Rating Scale:

This is important for measuring competencies (e.g., Basic Intermediate Advanced Expert).

However, it is not required at the point of creation. If you don't assign one, the system can still save the competency, though you may not be able to rate employees effectively without linking a scale later.

#### Competency Description:

Highly recommended for clarity and reporting.

But this field is optional, not enforced by Workday.

#### Category:

Used to group competencies (e.g., Leadership, Technical, Communication).

Again, optional and for organizational purposes only.

Thus, while other fields add functionality and structure, the only required field to create a competency is the Name.

#### Reference

Talent & Performance Learning Material: Competencies are created with "Name" as required, while "Description, Proficiency Scale, and Category" are optional metadata used to support evaluation and reporting.

Workday Pro Talent & Performance study outlines: Under the Competencies section, it explicitly states: "The only mandatory field is Name. Description, Proficiency Rating Scale, and Category are optional fields that can be configured for richer competency management."web source Talent & Performance training + community notes

ERP Cloud Training -- Workday Talent & Performance course: Highlights that "Name is required when creating a competency; all other fields are optional depending on business needs."

## Question 13

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Question Type: MultipleChoice

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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?

### Options:

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

### Answer:

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B

### Explanation:

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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.

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."



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