

Workday Workday-Pro-Talent-and-Performance

Workday Pro Talent and Performance Exam

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Version: 4.0

Question: 1

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: 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.

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 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 via Add Goal To Employees task, not Manage Organization Goals (which is only for defining org-level goals).

Question: 2

What field does Workday require when you create a competency?

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

Answer: C

Explanation:

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: 3

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

Answer: D

Explanation:

In Workday, Private Feedback is visible only to the feedback recipient.

Confidential Feedback is visible to both the recipient and their manager.

Anonymous Feedback hides the identity of the feedback giver but may still be visible to managers or admins depending on configuration.

Public Feedback is broadly visible across the organization or workgroup.

Therefore, the only feedback type that ensures visibility only to the recipient is Private Feedback.

Reference:

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.”

Question: 4

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: B

Explanation:

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.

Question: 5

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: D

Explanation:

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.

Reference:

Workday Talent & Performance: Goal Management.

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

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