

Workday Workday-Pro-Recruiting

Workday Pro Recruiting Certification

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Exam Questions**

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Version: 4.0

Question: 1

You configured a Candidate Label Override to communicate with candidates regarding the status of their job applications. Internal candidates are reporting that the status is not displaying on the Jobs Hub.

Where should the status display for internal candidates?

- A. Recruiting Hub
- B. Candidate Home
- C. My Applications
- D. Browse Jobs

Answer: C

Explanation:

Candidate Label Overrides provide candidate-friendly descriptions of an application's current recruiting status. For internal candidates, this overridden status is displayed in My Applications, where workers review the jobs for which they have applied and track each application's progress.

The Jobs Hub is the broader internal recruiting experience. Within that experience, Browse Jobs supports job discovery, while My Applications provides application-specific information, status, and outstanding actions. Recruiting Hub is intended primarily for recruiters and recruiting operational work, not for a worker's personal application status. Candidate Home serves external candidates who access applications, communications, and tasks through an external career site account.

Workday's official Hubs guidance describes Jobs Hub as providing internal candidates with job postings, alerts, referrals, and a centralized location for managing applications and completing relevant tasks. Consequently, a missing label under general Jobs Hub navigation does not indicate that the override failed; the worker must access the application record through My Applications. Study Guide reference: Career Sites — Internal Candidate Experience, Jobs Hub, My Applications, and Candidate Label Overrides. Workday Hubs Guide

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Question: 2

How do you personalize the message sent to candidates with their name, the job requisition title, and the location of the job?

- A. Create an EIB to load the fields into your message template.
- B. Use the Insert Tag icon to include dynamic report fields in your notification template.
- C. You cannot personalize message templates.
- D. Use the Insert Tag icon to include dynamic report fields in your message template.

Answer: D

Explanation:

Workday message templates support personalization through dynamic report fields. While configuring the message template, the administrator uses the Insert Tag function to place fields such as the candidate's name, job requisition title, and job location into the message body. When Workday generates the communication, it evaluates those fields in the context of the candidate and requisition and substitutes the applicable values.

An EIB is an integration mechanism for loading or extracting data; it is unnecessary for inserting existing Workday values into generated correspondence. Option B refers to a notification template, but the question specifically asks how to personalize a message template. Although both functions can employ contextual data, administrators must configure the correct template type. The statement that message templates cannot be personalized is also incorrect because dynamic content is a core

element of candidate communications.

This approach preserves a reusable template while producing candidate-specific output at runtime. It also prevents administrators from creating separate templates for every candidate or requisition. Study Guide reference: Configure Recruiting Functionality — Candidate Communications, Message Templates, Insert Tags, and Dynamic Report Fields. Workday's Recruiting overview likewise identifies tailored candidate engagement and configurable workflows as core Recruiting capabilities. Workday Recruiting datasheet

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Question: 3

Refer to the following scenario to answer the question below.

Your organization has these recruiting business requirements:

When an external candidate submits their application, you want them to be able to immediately manage and view their job application.

Recruiters need to view delivered reports in a specific recruiting stage sequence.

You want new hire demographic data to populate from the job application.

For a candidate to immediately begin receiving tasks, questionnaires, and documents through the Workday External Career Site, what feature do you enable?

- A. Enable Automatic Candidate Merging
- B. Require Candidate Home Account
- C. Enable Candidate Fields in Notifications
- D. Enable Alternate External Career Site URL

Answer: B

Explanation:

Require Candidate Home Account establishes an authenticated candidate experience through which an external applicant can manage applications and receive Workday-delivered actions. Requiring the account means the candidate creates or uses login credentials as part of the application experience. Workday can then associate subsequent questionnaires, documents, messages, and recruiting tasks with the authenticated candidate.

Automatic Candidate Merging addresses potential duplicate candidate records; it does not provide an authenticated workspace. Enabling candidate fields in notifications controls the contextual information available for communications and has no role in creating candidate access. An alternate external career site URL changes routing or navigation but does not establish the account required to receive and complete secured actions.

The requirement is broader than merely viewing a confirmation page. The candidate must return to the external site, identify themselves securely, review application information, and complete later recruiting activities. Candidate Home is therefore the functional destination, and requiring the account ensures that access is established from the beginning of the application lifecycle. Study Guide reference: Career Sites — Candidate Home, External Candidate Authentication, Candidate Tasks, Questionnaires, and Documents. Workday's candidate guidance confirms that applicants use the candidate portal to monitor application status and communicate with recruiting teams. Workday candidate portal guidance

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Question: 4

Refer to the following scenario to answer the question below.

Your organization has these recruiting business requirements:

When an external candidate submits their application, you want them to be able to immediately manage and view their job application.

Recruiters need to view delivered reports in a specific recruiting stage sequence.

You want new hire demographic data to populate from the job application.

What Edit Tenant Setup - Recruiting setting do you need to enable to prepopulate the new hire's gender and date of birth from the recruiting process?

A. Copy Personal Information when Copying Job Applications

B. Enable Candidate Fields in Notifications

C. Copy Personal Information from Job Application on Initiate Hire

D. Require Candidate Home Account

Answer: C

Explanation:

The applicable tenant setting is Copy Personal Information from Job Application on Initiate Hire. It controls the transfer of eligible personal information collected during recruiting into the Initiate Hire transaction. With this setting enabled, information such as gender and date of birth can prepopulate the corresponding new-hire fields rather than requiring an administrator to re-enter the information manually.

“Copy Personal Information when Copying Job Applications” applies when an existing job application is copied or reused. It does not govern the transition from candidate to worker. Candidate fields in notifications affect communication content, while Require Candidate Home Account governs external candidate authentication. Neither option controls the propagation of demographic information into the hiring process.

The important distinction is the lifecycle event. The source is the candidate’s job application, but the destination is the hire transaction. Therefore, the configuration must explicitly act when Initiate Hire begins. This supports Workday’s unified-data model by retaining appropriate information across recruiting and staffing without an external integration or duplicate entry. Study Guide reference: Configure Recruiting Functionality — Edit Tenant Setup—Recruiting, Candidate Personal Information, Initiate Hire, and Candidate-to-Worker Data Transfer. Workday Recruiting datasheet

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Question: 5

Refer to the following scenario to answer the question below.

All external applicants must have login credentials to submit a job application. Your organization requires you to verify applicant email addresses.

What Edit Tenant Setup - Recruiting setting do you use to validate email addresses?

- A. Enable Candidate Verification Email
- B. Account Creation Consent Message
- C. Require Candidate Home Account
- D. Candidate Home Account Intro Message

Answer: A

Explanation:

Enable Candidate Verification Email activates the email-verification control for external candidates. When account creation or application activity requires validation, Workday sends a verification communication to the submitted address. The candidate must complete the verification action, demonstrating access to that email account before proceeding through the configured candidate experience.

Require Candidate Home Account addresses a related but different requirement: it mandates authenticated Candidate Home credentials. Requiring an account alone does not prove that the entered email address belongs to the applicant. Account Creation Consent Message presents consent or legal language during account creation, while Candidate Home Account Intro Message supplies explanatory text. Neither message setting performs validation.

The scenario contains two requirements: credentials must be required, and email addresses must be verified. Workday provides separate tenant controls for these purposes. This question asks specifically for the control that validates email addresses, making Enable Candidate Verification Email the precise answer. Proper verification reduces inaccessible accounts, incorrect contact details, and the risk of secured recruiting communications being associated with an unverified address. Study Guide reference: Career Sites — Edit Tenant Setup—Recruiting, Candidate Verification Email, Candidate Home Account Creation, and External Candidate Authentication. Workday candidate portal guidance

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