Exam : Workday Pro Recruiting

Title : Workday Pro Recruiting Certification

Version : DEMO

1.What can you assign to a job requisition but not to an evergreen requisition?
A. Location
B. Job Profile
C. Position
D. Supervisory Organization
Answer: C
Explanation:
A specific Position can be assigned to a standard job requisition but not to an evergreen requisition. A standard requisition represents defined hiring demand and can therefore be associated with the position that the successful candidate will fill.
An evergreen requisition is designed for continuous sourcing and candidate-pipeline management. It may exist when no immediate vacancy is available, so tying it to a particular position would conflict with its purpose. Instead, evergreen requisitions use broader attributes such as job profile, location, and supervisory organization to identify the type of candidates being sourced and to support linkage with appropriate standard requisitions.
When an opening becomes available, the candidate moves from the evergreen pipeline to a linked standard job requisition. That requisition contains the definitive staffing information, including the position when the organization uses position management. This separation prevents a sourcing pipeline from consuming or representing a specific vacancy prematurely.
Study Guide reference: Configure Requisitions and Their
Components — Evergreen Requisition Restrictions, Position Management, Job Profiles, Locations, Supervisory Organizations, and Linked Requisitions. Workday distinguishes evergreen candidate pipelines from the specific requisitions used to fulfill actual hiring demand. Workday Talent Acquisition

2.You need to allow background checks for all external candidates.
How do you configure the Job Application business process?
A. Configure the Assessment subprocess and add it as a next possible step to applicable stages.
B. Configure the Assessment subprocess to include interviews.
C. Configure the Background Check subprocess and add it as a next possible step to applicable stages.
D. Configure the Background Check subprocess to include interviews.
Answer: C
Explanation:
Background checking is implemented through the delivered Background Check subprocess. After configuring the subprocess definition, the administrator adds Background Check to the Possible Next Steps sections of the applicable Job Application stages. This makes the subprocess available at the correct points in the candidate lifecycle.
Assessment is a separate recruiting subprocess used for candidate assessments and cannot substitute for Background Check. Interviews are also distinct candidate-evaluation activities. Adding interviews to either Assessment or Background Check would not establish the required background-check transition.
The configuration has two levels. First, the Background Check subprocess defines its internal workflow, including integrations, service steps, routing, notifications, and review activities. Second, the parent Job Application business process determines where Background Check can be initiated. To apply it to all external candidates, applicable condition rules should identify external candidates while excluding populations that do not require the check. Adding the stage without correct routing or conditions could

leave it unavailable or expose it to unintended candidates.
Study Guide reference: Define Recruiting Business Processes —
Background Check, Job Application, Possible Next Steps, External Candidate Conditions, and Subprocess Configuration. Workday recognizes background checking as part of the candidate verification and hiring lifecycle. Workday Recruitment Privacy Statement

3.When you move candidates to the last stage of the recruiting process, you want to ask for personal information.
What business process definition will you configure to meet this requirement?
A. Background Check
B. Personal Information Change
C. Job Application
D. Ready for Hire
Answer: D
Explanation:
The Ready for Hire business process definition governs the final recruiting stage before the candidate proceeds into the applicable staffing transaction. If personal information must be requested when candidates reach that final stage, the data-collection step should be configured within Ready for Hire. Job Application is the parent recruiting process that controls movement among stages and subprocesses, but the requirement is tied specifically to arrival at the last stage. Configuring the step directly in Ready for Hire provides the correct timing and context. Personal Information Change is generally a worker-facing process for modifying information on an established worker record; the candidate is still a pre-hire at this point. Background Check performs screening and verification activities and is not the proper process for collecting general personal information merely because a candidate has reached the end of recruiting.
Locating the step in Ready for Hire also prevents premature collection. Only candidates who advance to that stage receive the request, supporting data minimization and a controlled candidate experience. The collected information can then support the transition from candidate or pre-hire into the staffing lifecycle.
Study Guide reference: Define Recruiting Business Processes — Ready for Hire, Final-Stage Configuration, Personal Information Collection, and Candidate-to-Hire Transition. Workday Recruiting datasheet

4.You configured the Ready for Hire subprocess to automatically reject the unsuccessful candidates after the job posting fills. However, those applicants are not dispositioning automatically.
What is the next step to configure automatic dispositioning?
A. In the Edit Tenant Setup - Recruiting task, select Enable Candidate Fields in Notifications checkbox.
B. In the Hire business process, add a condition rule to determine if the job is filled.
C. In the Maintain Recruiting Dispositions task, select the Disposition Remaining Jobs checkbox.
D. In the Maintain Recruiting Dispositions task, select the Disposition Remaining Candidates checkbox.
Answer: D
Explanation:
Automatic rejection of unsuccessful applicants requires Disposition Remaining Candidates to be enabled in Maintain Recruiting Dispositions. This setting instructs Workday to disposition other active candidates when the requisition or applicable opening reaches the configured completion point.

The Ready for Hire subprocess can establish when the successful candidate advances, but it does not independently activate tenant-level dispositioning of all remaining candidates. Enable Candidate Fields in Notifications affects communication content and has no effect on disposition logic. A condition rule in Hire is not the delivered configuration for this requirement. “Disposition Remaining Jobs” does not correspond to the candidates who must be rejected.
Dispositioning is more than closing a posting. It assigns an outcome to unsuccessful candidates, removes them from active processing, and can trigger configured notifications. Administrators must also verify the applicable disposition reason, notification behavior, and any exceptions for candidates attached to multiple requisitions. The setting should be tested with a filled requisition to ensure only the intended remaining candidates are affected.
Study Guide reference: Define Recruiting Business Processes — Ready for Hire, Maintain Recruiting Dispositions, Disposition Remaining Candidates, Automatic Rejection, and Candidate Notifications. Workday lists automated workflow and automatic candidate dispositioning among its Recruiting capabilities. Workday Recruiting datasheet

5.What is the initial status for a candidate as soon as they submit their application?
A. Interview
B. Screen
C. Background Check
D. Review
Answer: D
Explanation:
Immediately after an application is submitted, the candidate enters the Review stage. Review is the initial evaluation point at which recruiters or other authorized participants assess the application and decide whether to move the candidate forward or decline them.
Screen and Interview are subsequent stages that occur only after the candidate advances according to the Job Application business-process definition. Background Check is normally performed later and must be configured as an available subprocess at an appropriate stage. None of those stages is the default initial status produced merely by submitting an application.
The Review stage establishes a controlled entry point for all newly submitted applications. From there, the Review Candidate subprocess can route tasks, apply condition rules, support endorsement activity, and present the Review Decision action. Organizations can configure different next steps or rule-based definitions, but the submitted application initially enters Review before those later transitions occur.
Study Guide reference: Define Recruiting Business Processes — Job Application Submission, Review Stage, Review Candidate, Review Decision, and Possible Next Steps. Workday’s applicant-tracking model describes applications as entering a centralized recruiting process through which hiring teams screen and guide candidates. Workday Applicant Tracking System