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Exam Guide

Workday Pro Recruiting Certification

This study guide is designed to help you prepare for a Workday Pro exam. This guide provides general testing information and outlines the specific topics covered in each segment of the exam.

Testing Information

The Workday Pro Recruiting Certification exam consists of approximately 50 questions, selected from several different topics. You will have 120 minutes to complete the exam. You will also have one attempt to successfully complete the exam. Subsequent attempts require a fee of 1 Training Credit. To learn more about the exam, review the Workday Pro Exam Resources page on Workday Community.

Workday Pro Recruiting Certification Exam Details

The Workday Pro Recruiting Certification is for individuals who are responsible for configuring and maintaining recruiting components within Workday. This certification verifies knowledge in the following:

- Recognizing the key Workday HCM concepts, including business processes, security, and reporting.
- Configuring the core features and functionality of Workday Recruiting, including requisitions, job application templates, and career sites.
- Configuring the dynamic Job Application business process.
- Identifying Workday Recruiting subprocesses and steps.

These concepts are covered in the following Workday Education courses:

- HCM Core for Administrators
- Recruiting for Administrators

Below is a list of the topics, along with exam weight by topic, and the tasks related to those topics that will be covered on this exam. For best exam results, we recommend familiarizing yourself with how to perform the tasks listed in each topic area. You will be tested on recalling, applying, and analyzing concepts. The list below is representative of the types of tasks you will be tested on.

Topic	Task Expansion	Course Reference
Configure Recruiting Functionality = 15%		
Configure tenant options for Recruiting functionality	When configuring the candidate home account, examinees can enable this as a requirement and create the introduction message. They can enable the copying of personal information (PI) from job applications, during the hire process and when copying a job application. Examinees can configure the job application stage order as well as the recruiting overload count.	Recruiting for Administrators
Define message templates	Examinees can create a candidate communication message template and its various properties.	Recruiting for Administrators
Configure recruiting sources	Examinees can create both recruiting source categories and recruiting sources.	Recruiting for Administrators

Topic	Task Expansion	Course Reference
Maintain recruiting dispositions	When creating recruiting dispositions, examinees can enable additional recruiting disposition options, such as candidate withdrawal and disposition remaining jobs and candidates.	Recruiting for Administrators
Recruiting for Administrators		
Understand the dynamic Job Application business process	Regarding the Job Application business process, examinees can identify the purpose and behavior of its various components, such as the initiation step, the next possible step, and the next possible disposition.	Recruiting for Administrators
Understand the subprocesses within the Job Application business process	Examinees can identify the purpose of all recruiting subprocesses: review, screen, assessment, interview, reference check, offer, employment agreement, background check, and ready for hire.	Recruiting for Administrators
Understand the linear recruiting business processes	When configuring linear recruiting business processes, examinees can leverage business process functionality, such as step order, step type, group, condition rules, and notifications.	Recruiting for Administrators HCM Core for Administrators
Configure Requisitions And Their Components = 25%		
Configure job requisition components	Examinees can create and manage job posting locations and job application templates. When creating and managing job posting templates, examinees can also create the job posting template content.	Recruiting for Administrators
Configure job requisitions	When creating and editing job requisitions, examinees can assign ad hoc roles and add self-scheduling calendars. In addition, they can demonstrate their understanding of how condition rules help default information onto the job requisition.	Recruiting for Administrators
Configure evergreen requisitions	Examinees can differentiate between evergreen requisitions and job requisitions. In addition, they can create and manage evergreen requisitions and manage evergreen candidates.	Recruiting for Administrators
Create questions and questionnaires	Examinees can create questions and questionnaires. In addition, they can identify the purpose and behaviors between primary, secondary and supplemental questionnaires.	Recruiting for Administrators
Configure Recruiting Security = 15%		

Topic	Task Expansion	Course Reference
Configure Recruiting security access	Examinees understand the purpose of ad hoc roles. They can create assignable roles, including the respective recruiting security groups and use these ad hoc roles on job requisitions and evergreen requisitions.	Recruiting for Administrators HCM Core for Administrators
Grant Recruiting security access	When using Workday configurable security, examinees can modify domain and business process security policy permissions. In addition, they can assign a recruiting security role to an organization.	Recruiting for Administrators HCM Core for Administrators
Career Sites = 15%		
Navigate an internal career site	Examinees can use the Workday-delivered Browse Jobs report to find, review, and apply to internal job postings.	Recruiting for Administrators
Modify an internal career site template	When configuring the internal career site, examinees can confirm and update the job posting template, as well as enable and define job alerts.	Recruiting for Administrators
Navigate an external career site	Examinees can determine the allowable quantity of external careers sites.	Recruiting for Administrators
Modify an external career site	When configuring external career sites, examinees can enable and define job alerts, as well as identify and define country and location specific options.	Recruiting for Administrators

Next Steps: Take the Exam

When you are ready to take the exam, you will access the Workday Pro Recruiting Certification Exam from your transcript in the Workday Learning Center.

1. If you are not already enrolled, enroll in the certification program in the Workday Learning Center.
2. Once enrolled in the program, access the exam course. The lessons in this course will explain how to book your proctored exam appointment.
3. Log in to Questionmark to book your proctored exam appointment.

After you complete your exam, your results will display immediately in Questionmark and in the Workday Learning Center within one hour. For more information about the exam experience and system requirements, visit the Exams for Training page on the Workday Community.

Additional Resources

- HCM Core for Administrators: Refresher Training
- Recruiting for Administrators: Refresher Training

Questions

Visit the Workday Pro Exam Resources page or the Services Training Certifications page for additional resource support. For direct support, work with your Training Coordinators to submit a training case.