

Workday Pro Recruiting Certification

Workday Workday-Pro-Recruiting

Version Demo

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QUESTION NO: 1

For candidates with previous applications, what is a benefit of having a Candidate Home account?

- A. It allows them to apply with Use My Last Application.
- B. It allows them to use Prospect Introduce Yourself.
- C. It allows them to receive direct messages from the hiring manager.
- D. It allows them to contact the Primary Recruiter.

ANSWER: A

Explanation:

It allows them to apply with Use My Last Application. Candidate Home provides an authenticated, candidate-facing location where a returning applicant can access and manage their recruiting activity. When a candidate has a qualifying prior application, the Use My Last Application capability can reuse supported information that was previously supplied, such as relevant profile and application details. This reduces the amount of repetitive data entry required when the candidate applies to another job and creates a quicker, more consistent application experience. The candidate still reviews the information during the new application and supplies any job-specific responses, required acknowledgments, or information that must be current for that requisition. Each submission remains a separate application and follows the hiring organization's configured recruiting process. This returning-candidate experience supports Workday Recruiting's broader goal of making job search and application activity accessible through self-service career-site tools. Workday describes Recruiting as supporting candidate experiences and streamlined recruiting processes: [Workday Recruiting](#). Additional information on Workday's candidate-oriented career-site capabilities is available at [Workday Candidate Experience](#).

QUESTION NO: 2

Recruiters must collect additional candidate personal information only after a candidate reaches the final recruiting stage. The information is needed to prepare the successful candidate for the subsequent hiring transaction, and the organization does not want to request it from applicants earlier in the process.

Which business process definition should you configure?

- A. Job Application
- B. Screen
- C. Background Check
- D. Ready for Hire

ANSWER: D

Explanation:

Configure the **Ready for Hire** business process definition. Ready for Hire manages the final recruiting activities that occur before the candidate transitions to the applicable staffing process, making it the appropriate point to request personal information for a selected candidate.

Job Application is used for the broader application lifecycle, while Screen and Background Check support earlier, specific recruiting activities. Personal Information Change is a worker business process and is not the appropriate candidate recruiting process.

QUESTION NO: 3

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:

Configure the Background Check subprocess and add it as a next possible step to applicable stages. In Workday Recruiting, Background Check is a delivered subprocess that supports the background-screening portion of the candidate lifecycle. The subprocess configuration establishes the workflow needed to initiate, route, monitor, and complete the screening activity, including any relevant integration or service-provider steps. The Job Application business process then controls the recruiting stages at which users can select and initiate that subprocess.

Adding Background Check under *Possible Next Steps* at the relevant Job Application stages makes the action available to recruiters at the intended point in the process. Because the requirement applies to external candidates, the applicable configuration should use the organization's external-candidate eligibility or condition logic so that the step is available for that population consistently. This combination—configuring the delivered Background Check subprocess and exposing it as a possible next step on the appropriate Job Application stages—allows the organization to operationalize screening without replacing the dedicated background-check workflow. Workday's public recruiting materials describe its recruiting capabilities and candidate data practices: [Workday Recruiting](#) and [Workday Privacy Statement](#).

QUESTION NO: 4

You are tasked with creating a new job requisition in Workday. You want to save time by using an existing job requisition as a template.

What is an efficient way to accomplish this?

- A. Copy an existing job requisition.
- B. Edit the job application template.
- C. Copy the job posting template content.
- D. Edit the job posting template.

ANSWER: A

Explanation:

Copy an existing job requisition is the efficient approach because Workday's Copy Job Requisition capability creates a separate new requisition while carrying forward relevant information from a requisition that is already configured. This reduces repetitive entry of common details such as the job, recruiting organization, hiring team, qualifications, worker type, time type, and posting-related setup. The copied requisition remains a new business-process transaction, so the initiator can review and update all inherited fields to ensure they fit the current hiring need before it proceeds for approvals and posting.

Using a prior requisition is particularly useful when hiring for a substantially similar role, location, or organization. It promotes consistency in requisition setup while allowing the recruiting team to tailor details that can change between openings, including the number of openings, recruiting instructions, compensation-related data where applicable, and recruiting assignments. Workday distinguishes requisition creation from candidate application and posting-content configuration; copying the requisition is the feature intended to reuse the complete requisition setup. For Workday Recruiting learning and product resources, see [Workday Recruiting](#) and [Workday Community](#) (authentication required for customer documentation).

QUESTION NO: 5

You want Workday to automatically assign recruiters to job requisitions based on the primary location of the job requisition instead of the supervisory organization.

What task changes the way the system chooses recruiters?

- A. Maintain Candidate List Assignment
- B. Maintain Assignable Roles
- C. Maintain Recruiting Notes
- D. Maintain External Recruiting Instructions

ANSWER: B

Explanation:

Maintain Assignable Roles is the configuration task used to define how an organization role, including the Recruiter role, is resolved for a business process or transaction. For this requirement, it allows the tenant to use the job requisition's primary location as the organizational basis for determining the assigned recruiter, rather than resolving the recruiter from the requisition's supervisory organization. Once the role is configured to use the appropriate organization type, Workday evaluates the requisition's primary location and identifies the worker assigned to the Recruiter role for that location. This enables recruiter ownership to be determined consistently as requisitions are created and supports downstream recruiting processing, such as task routing, visibility, and recruiter responsibility. Configuration should be paired with complete Recruiter role assignments for the applicable locations so that Workday can resolve a recruiter whenever a requisition is opened for one of those locations. For broader context on Workday Recruiting configuration and role-based recruiting processes, see Workday's [Recruiting product overview](#) and its [Workday Community](#) resources for customer documentation and tenant-specific configuration guidance.

QUESTION NO: 6

Refer to the following scenario to answer the question below.

You need to update the Offer business process to accommodate new requirements from the recruiting team. They would like candidates who accept the offer document to automatically move into the Ready for Hire stage. They also want to be able to complete both the Initiation and Propose Compensation Offer/Employment Agreement processes simultaneously.

What step of the business process do you enable (toggle) for automatic stage routing?

- A. Initiation
- B. Make Offer Decision
- C. Generate Document
- D. Review Documents

ANSWER: D

Explanation:

Review Documents is the appropriate Offer business-process step for this routing requirement because it represents the candidate-facing document review and acceptance point. When an offer document requires a candidate response, acceptance is captured through the review-document activity. Enabling automatic stage routing on this step lets Workday use successful completion of that document-review action as the event that advances the candidate to the *Ready for Hire* recruiting stage. This makes the stage change occur immediately when the candidate accepts the document, rather than requiring a recruiter to move the candidate manually after checking the offer status.

This configuration also keeps stage movement tied to the meaningful candidate milestone: completion of the offer-document response. The Offer business process can be configured with parallel processing where appropriate, including the requested

concurrent handling of initiation and compensation-offer activities, while the routing toggle on **Review Documents** governs the automatic progression that follows candidate acceptance. This supports a consistent handoff from recruiting to hiring once the accepted offer is in place. For Workday's overview of recruiting workflow capabilities, see [Workday Recruiting](#). Customers can consult their tenant-version-specific configuration guidance in [Workday Community](#).