Workday.Workday-Pro-Recruiting.v2026-11-16.q26

Exam Code:	Workday-Pro-Recruiting
Exam Name:	Workday Pro Recruiting Certification
Certification Provider:	Workday
Free Question Number:	26
Version:	v2026-11-16
# of views:	142
# of Questions views:	260
https://www.freepdfdumps.com/Workday.Workday-Pro-Recruiting.v2026-11-16.q26.html	

NEW QUESTION: 1
You want to allow passive candidates to submit their personal information and resume without applying to a job requisition.
What functionality allows you to do this?
A. Prospect Introduce Yourself
B. Require Candidate Home Account
C. Recruiting Job Areas
D. Inline Assessments
Answer: A (LEAVE A REPLY)
Prospect Introduce Yourself allows an individual to submit personal information and a resume without applying to a specific job requisition. Workday creates or updates the individual as a prospect so that recruiting teams can consider the person for future opportunities and talent-pipeline activities.
Require Candidate Home Account controls authentication and does not itself create a prospect-submission mechanism. Recruiting Job Areas classify recruiting interests or job categories but do not provide the submission action. Inline Assessments collect assessment responses in an application context and are unrelated to passive-candidate introduction.
This functionality is useful when no current requisition matches the person's interests or when the organization wants to build talent communities. The prospect can provide relevant profile information while the recruiting organization obtains an identifiable record that can be searched, segmented, and engaged according to privacy and consent configuration. It is intentionally distinct from Apply because no job application is created.
Study Guide reference: Career Sites - Prospect Introduce Yourself, Passive Candidates, Prospect Records, Talent Communities, and Candidate Consent . Workday's official recruiting privacy material recognizes that individuals may introduce themselves or join a

talent community for consideration for future roles. Workday Recruitment Privacy Statement

NEW QUESTION: 2
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: (SHOW ANSWER)
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

NEW QUESTION: 3
A candidate is moved from an evergreen requisition to job requisition. As of now, they cannot accept the job for personal reasons, but you want to keep the candidate available for future job requisitions associated with this evergreen.
What step do you take to allow the candidate to be available on the linked evergreen requisition for a future job?
A. Use the Decline task.

B. Move candidate from linked job requisition to any evergreen requisition.
C. Use the Copy Job Application task.
D. Move candidate from linked job requisition back to the associated evergreen requisition.
Answer: D (LEAVE A REPLY)
The candidate should be moved from the linked standard job requisition back to the associated evergreen requisition . This returns the candidate to the continuing pipeline and preserves their availability for other job requisitions linked to that evergreen requisition.
Using Decline would conclude or disposition the candidate's current application without necessarily restoring their active pipeline relationship. Moving the candidate to any evergreen requisition could place them in an unrelated pool with a different job profile.
Copy Job Application creates another application record but is not the correct mechanism for restoring the candidate to the originating evergreen pipeline.
The association matters because the evergreen requisition represents the job profile or recurring hiring need for which the candidate was originally sourced. Moving the candidate back retains the intended recruiting context and permits future movement to another linked requisition when circumstances change. The recruiter should record the appropriate reason and ensure the candidate remains eligible and interested in future opportunities.
Study Guide reference: Configure Requisitions and Their Components - Evergreen Candidate Movement, Linked Job Requisitions, Returning Candidates to Pipelines, and Future Consideration . Workday Talent Acquisition

NEW QUESTION: 4
Refer to the following scenario to answer the question below.
Your recruiters are very busy and you want to maintain a good experience for both recruiters and candidates.
As a result, you create a new recruiting role responsible for handling assessments and background checks for candidates.
You linked the new role to a role-based unconstrained security group that has access to view the Find Candidates report.
When running the report, which candidates will display?
A. Candidates who applied to the job requisitions assigned to the user
B. All candidates in the Background Check stage
C. Candidates who applied to the job requisitions through a referral link
D. All candidates
Answer: D (LEAVE A REPLY)
A role-based unconstrained security group is not limited by an organizational, requisition, or role- assignment constraint. If the group has access to the Find Candidates report and the underlying candidate domains, the report can return all candidates within the tenant data accessible through those domains.
Option A describes behavior more consistent with a constrained recruiting role whose access is limited to assigned job requisitions. The Background Check stage does not

constrain an unconstrained group merely because the role's business purpose includes background checks. Referral source is also not an automatic security boundary.
This is a critical security-design distinction. A role's descriptive purpose does not limit access; the security- group type, domain permissions, and constraints do. Linking the new role to an unconstrained group can provide substantially broader candidate access than intended, including sensitive application, assessment, and background-check information. If access should be limited to assigned requisitions, a constrained group and appropriate role assignments should be used. Study Guide reference: Configure Recruiting Security - Role- Based Unconstrained Security Groups, Find Candidates, Candidate Domains, and Constrained Versus Unconstrained Access . Workday emphasizes use of its core security model to support candidate management and regulatory requirements. Workday Recruiting datasheet

NEW QUESTION: 5
You need to allow recruiters to move applicants for contingent worker requisitions directly from the Interview stage to the Ready for Hire stage of the Job Application business process. However, you want to prevent recruiters from moving applicants for employee requisitions straight from Interview to Ready for Hire.
How do you configure your Job Application definition to meet this requirement?
A. From the Interview stage, use the Worker Type field to configure a condition rule on the Ready for Hire as possible next step.
B. Configure a rule-based definition using the Job Requisition field and from the Interview stage, list Ready for Hire as a possible next step.
C. Configure a rule-based definition for the Interview business process using the Worker Type field and list Ready for Hire as a possible next step.
D. From the Screen stage, use the Job Requisition field to configure a condition rule on the Interview possible next step.
Answer: B (LEAVE A REPLY)
A rule-based Job Application definition enables Workday to present different Possible Next Steps according to data on the associated job requisition. The rule identifies the applicable requisition population and allows Ready for Hire directly from Interview only when the requisition satisfies the contingent-worker condition.
Employee requisitions continue through their separately configured stages and do not receive the same direct transition.
The routing belongs in the Job Application definition because that process controls candidate-stage movement. Configuring a condition directly on Ready for Hire, as described in option A, does not establish the appropriate rule-based process definition. The Interview subprocess itself is also not the correct level for differentiating the overall Job Application routing. Option D modifies an unrelated Screen-to-Interview transition.
This design allows one recruiting framework to support different worker populations while preventing an unauthorized shortcut for employee hiring. Workday evaluates the rule

against the candidate's associated Job Requisition and exposes the applicable next-stage choices at runtime. Study Guide reference: Define Recruiting Business Processes - Rule-Based Job Application Definitions, Job Requisition Conditions, Possible Next Steps, and Worker-Type-Specific Routing . Workday identifies configurable and dynamic candidate workflows as core Recruiting functionality. Workday Recruiting datasheet

NEW QUESTION: 6
Your organization would like to have several internal career sites.
How many internal employee career site configurations can you have at the same time?
A. 1
B. 25
C. 50
D. Unlimited
Answer: A (LEAVE A REPLY)
Workday supports one internal employee career site configuration at a time . This provides workers with a unified internal job-discovery and application experience rather than dividing internal opportunities across multiple separately configured employee sites.
The limit differs from external career sites, for which Workday supports multiple configurations to accommodate brands, regions, or candidate populations. Internal employees already operate within the authenticated tenant and share a common worker context. Workday therefore centralizes internal postings, applications, referrals, job alerts, and related actions in one internal experience.
Organizations can still vary the content displayed within that configuration. Job posting templates, template content objects, condition rules, security, and requisition attributes can provide different messaging or job populations without requiring separate internal career sites. This distinction is important: one site configuration does not mean every worker must see identical jobs or content. Eligibility, security, and posting configuration continue to control the experience. Study Guide reference: Career Sites - Internal Employee Career Site Configuration, Internal Job Postings, Conditional Content, Jobs Hub, and Internal Candidate Experience . Workday describes Jobs Hub as one centralized place where employees can search, apply, and manage internal applications. Workday Hubs Guide

NEW QUESTION: 7
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 mandates the need for login credentials?
A. Account Creation Consent Message
B. Enable Candidate Verification Email
C. Candidate Home Account Intro Message
D. Require Candidate Home Account

Answer: D (LEAVE A REPLY)
Require Candidate Home Account mandates authenticated login credentials for external applicants. When enabled, the external application flow requires candidates to create or access a Candidate Home account rather than submitting an application through an unauthenticated experience. This account becomes the secured identity through which candidates manage applications and complete later recruiting activities.
Enable Candidate Verification Email confirms that the candidate has access to the email address provided, but email verification and mandatory account authentication are separate controls. An organization may verify an address without using that setting to define the complete login requirement. Account Creation Consent Message and Candidate Home Account Intro Message only configure informational or consent text displayed during account creation. They do not enforce authentication.
The word "mandates" is decisive. The requirement is not simply to describe account creation or confirm an email address; it is to prevent an application from being submitted unless the candidate has login credentials.
Requiring Candidate Home Account is the tenant-level control designed for that purpose.
Study Guide reference: Career Sites - Candidate Home, External Account Requirements, Authentication, Account- Creation Messaging, and Verification Controls . Workday describes the candidate portal as the location where applicants monitor their applications and interact with recruiting. Workday candidate portal guidance

NEW QUESTION: 8
There is more than one job profile assigned to a job requisition. You want all the job profiles' job descriptions, skills, and qualification data to be on the requisition.
How do you accomplish this?
A. Only data from the primary job profile defaults on the requisition. Manually add data from the additional job profiles.
B. All data from all job profiles automatically defaults on the requisition. No additional configuration is necessary.
C. In Edit Tenant Setup - HCM, select the Use Job Profile Values for Position Restrictions Tasks checkbox.
D. In Edit Tenant Setup - HCM, select the Default Job Description and Job Description Summary from Job Profile checkbox.
Answer: A (LEAVE A REPLY)
When multiple job profiles are associated with a requisition, Workday defaults job description, skill, and qualification information from the primary job profile . Information from additional job profiles must be added manually if the requisition needs to represent the combined requirements of every profile.
Workday does not automatically merge all profile content because that could produce duplicate, contradictory, or excessively broad requisition requirements. The Use Job Profile Values for Position Restrictions Tasks setting concerns position-restriction behavior and

does not consolidate data from multiple profiles onto a requisition. Default Job Description and Job Description Summary from Job Profile supports defaulting from the applicable job profile, but it does not cause content from every additional profile to be aggregated.
The primary profile establishes the requisition's baseline. The recruiter or administrator must then review the additional profiles and intentionally add the relevant descriptions, skills, and qualifications. This preserves control over the final posting and avoids presenting candidates with incompatible requirements. Study Guide reference: Configure Requisitions and Their Components - Primary Job Profile, Additional Job Profiles, Defaulted Requisition Content, Skills, and Qualifications . Workday describes job requisitions as integrated with HCM data while remaining configurable for recruiting requirements. Workday Recruiting datasheet

NEW QUESTION: 9
You configured the recruiting source "I know someone at the company" and it is mapped to the Workday- delivered source of Self Identified. You need to verify that your worker knows this candidate.
What subprocess do you insert as a step in the Review Candidate business process to accomplish this?
A. Initiate Pre-Hire Contract Details
B. Change Personal Information
C. Send Endorsement Request
D. Review Decision
Answer: C (LEAVE A REPLY)
Send Endorsement Request asks the identified worker to confirm and provide information about their relationship with the candidate. It is therefore the correct subprocess for validating a candidate's claim that they know someone within the organization.
The configured recruiting source is mapped to Self Identified because the candidate, rather than the worker, supplied the relationship information. That self-identification alone does not establish an endorsed referral.
Inserting Send Endorsement Request into Review Candidate triggers the appropriate worker-facing request and records the response in the recruiting process.
Initiate Pre-Hire Contract Details concerns contractual information and has no relationship to referral verification. Change Personal Information updates personal data, while Review Decision supports a recruiting evaluation decision but does not contact the named worker for confirmation.
Workday distinguishes candidate-supplied source information from an endorsement provided by a worker.
The endorsement process strengthens source accuracy and supplies recruiters with relevant relationship context without automatically treating every self-identified connection as a formal referral. Study Guide reference: Configure Recruiting Functionality - Recruiting Sources, Self Identified Mapping, Endorsements, Referrals, and Review Candidate .

Workday states that when candidates identify organizational contacts, endorsement requests help refine the candidate pool. Workday Recruiting datasheet

NEW QUESTION: 10
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 (LEAVE A REPLY)
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

NEW QUESTION: 11
Which stage allows integration with Google Calendar and Outlook 365?
A. Interview
B. Screen
C. Background Check

D. Employment Agreement

Answer: (SHOW ANSWER)

The Interview stage supports calendar integration because it contains formal interview-scheduling activities involving candidates, interviewers, dates, times, and meeting availability. Google Calendar and Outlook 365 integrations can coordinate interview events with enterprise calendars and reduce manual scheduling work.

Screen can include an informal phone screen or candidate self-scheduling event, but the delivered stage associated with formal calendar-integrated interview scheduling is Interview. Background Check concerns candidate verification through internal or external screening services. Employment Agreement concerns contractual documents and acceptance. Neither requires interview-team calendar coordination.

Within Interview, recruiters can create interview teams, schedule or reschedule meetings, and distribute calendar invitations according to the configured integration. Calendar synchronization helps prevent conflicts and ensures interviewers and candidates receive consistent event information. The integration still depends on tenant setup, authentication, and supported calendar configuration; selecting Interview as a stage does not by itself complete the technical integration. Study Guide reference: Define Recruiting Business Processes - Interview Stage, Interview Scheduling, Interview Teams, Calendar Integration, Google Calendar, and Outlook 365 . Workday's official Marketplace describes Interview Management as enabling teams to create, schedule, and reschedule interviews, while candidate scheduling integrations support Microsoft 365 and Google calendars. Workday Microsoft Interview Management

NEW QUESTION: 12

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 (LEAVE A REPLY)

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

NEW QUESTION: 13
To which two business processes can you add the Supplementary Questionnaires for Job Requisition subprocess?
A. The Evergreen Requisition and the Job Requisition business processes.
B. The Offer and the Employment Agreement business processes.
C. The Job Requisition and the Review Candidate business processes.
D. The Evergreen Requisition and the Ready for Hire business processes.
Answer: (SHOW ANSWER)
The Supplementary Questionnaires for Job Requisition subprocess can be added to both the Evergreen Requisition and Job Requisition business processes. These are the requisition-creation and maintenance contexts in which the organization may need to collect additional structured information about recruiting demand.
Offer and Employment Agreement are candidate-specific processes concerned with employment terms and documents, not requisition-level questionnaires. Review Candidate evaluates a candidate or application and does not configure requisition data. Ready for Hire is a final candidate-stage subprocess and is likewise outside the requisition-creation context.
Supplementary questionnaires allow an organization to capture information not contained in standard requisition fields. Responses can support approvals, reporting, regulatory requirements, or operational decisions. Because both standard and evergreen requisitions represent recruiting demand, the subprocess is supported in both definitions.
Administrators should configure the questionnaire, establish its eligibility conditions, add the subprocess at the appropriate point, and route it to the correct participant. Study Guide reference: Define Recruiting Business Processes - Supplementary Questionnaires for Job Requisition, Job Requisition, Evergreen Requisition, Routing, and Questionnaire Conditions . Workday describes job- requisition creation and evergreen pipeline management as integrated parts of Recruiting. Workday Talent Acquisition

NEW QUESTION: 14
Three months after successfully advertising in a magazine, your marketing team is going to run an ad in a different industry magazine. They are concerned candidates will select the incorrect magazine name, so they do not want the original magazine's name to display in the field values.

What action would you take in the Maintain Recruiting Sources task to ease their concerns?

A. Inactivate the current magazine source and create a new one.

B. Create a new magazine source.

C. Rename the current magazine source "Do Not Use" and create a new one.

D. Edit the name of the magazine source.

Answer: (SHOW ANSWER)

The existing magazine source should be inactivated , and a separate source should be created for the new magazine. Inactivation removes the former source from future selectable values while retaining it on historical candidate and job-application records. Creating a distinct source for the new publication also preserves accurate source attribution and reporting.

Simply creating a new source leaves the original active and selectable, which fails the stated requirement.

Renaming the existing source to "Do Not Use" still allows an undesirable value to appear and introduces poor data-governance practices. Editing the existing source's name is more serious: historical candidates originally attributed to the first magazine could appear to have come from the second magazine, corrupting source- effectiveness reporting.

Recruiting sources are reference data with continuing analytical significance. Their identities should remain stable after transactional records reference them. Inactivation is therefore the correct retirement mechanism because it controls future use without rewriting history. Study Guide reference: Configure Recruiting Functionality - Maintain Recruiting Sources, Delivered Source Mapping, Active and Inactive Sources, and Source-Effectiveness Reporting . Workday identifies sourcing, consolidated candidate history, reporting, and full talent-lifecycle metrics as integrated Recruiting capabilities. Workday Recruiting datasheet

NEW QUESTION: 15

You need to configure reference checks.

What steps do you perform?

A. Reference checks execute automatically without configuration.

B. In the Job Application business process in the Possible Next Steps sections, where applicable, add the Reference Check stage.

C. In the Job Application business process, at the Reference Check stage, configure notifications.

D. In the Reference Check subprocess, configure embedded analytics.

Answer: (SHOW ANSWER)

To make Reference Check available within the candidate lifecycle, the administrator must add the Reference Check stage to the applicable Possible Next Steps sections of the Job Application business process. Possible Next Steps determine which recruiting stage or subprocess can be initiated from each current stage. The Reference Check stage must

therefore be explicitly included wherever recruiters should be permitted to move a candidate into reference checking.
Reference checks do not become available automatically. Configuring notifications at a Reference Check stage may control communications after that stage exists, but notifications do not establish the transition into the stage. Embedded analytics can provide contextual information within a subprocess; they likewise do not make Reference Check a permitted next action.
The correct configuration begins with process routing. Administrators should identify the stages from which Reference Check is permitted, add it as a possible next step, and then apply any required condition rules, security assignments, notifications, or subprocess steps. This design ensures that reference checking occurs at the correct point and only for eligible candidates. Study Guide reference: Define Recruiting Business Processes - Job Application Business Process, Reference Check Subprocess, Possible Next Steps, Stage Availability, and Conditional Routing . Workday describes Recruiting as using configurable applications, dynamic candidate workflows, and its business-process framework. Workday Recruiting datasheet

NEW QUESTION: 16
How do you change the visual theme and color scheme of an external career site to align with a company brand?
A. Create a brand and add it to the external career site.
B. Create a brand and add it to the internal career site.
C. Create a brand and add it to the job application template.
D. Create a brand and add it to the job posting template.
Answer: A (LEAVE A REPLY)
To change the visual theme and color scheme, an administrator creates a brand and associates it with the external career site. The brand controls supported candidate-facing presentation elements, allowing the site to align with the organization's visual identity. Adding the brand to an internal career site does not modify the external candidate experience. Job application templates control the structure and content of applications, while job posting templates control reusable posting content. Neither template is the container for the career site's overall visual theme.
Separating brand configuration from application and posting configuration allows one visual identity to be applied consistently across many postings and candidate interactions. It also permits organizations with multiple brands, regions, or business units to maintain distinct external sites without altering underlying requisition data. Administrators should verify colors, logos, accessibility contrast, responsive behavior, and the site's association with the correct brand before publishing changes. Study Guide reference: Career Sites - External Career Site Branding, Brands, Themes, Color Schemes, Job Posting Templates, and Job Application Templates . Workday states that organizations can create career sites and content that reflect their employer brand. Workday Talent Acquisition

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NEW QUESTION: 17
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 (LEAVE A REPLY)
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

NEW QUESTION: 18
A candidate says that the option to decline the offer from their Candidate Home does not display.
On the Review Documents step's Related Actions, what option allows candidates to decline an offer?
A. Maintain Step Conditions
B. Maintain Advanced Routing
C. Maintain Step Label Override
D. Maintain Redirect
Answer: (SHOW ANSWER)
Maintain Advanced Routing controls the available routing outcomes and participants for the Review Documents step. The configuration must include the candidate-facing decline path so that a candidate reviewing an offer through Candidate Home can select the appropriate decline action.
Maintain Step Conditions controls whether the Review Documents step executes, but it does not establish the action or routing option presented when the candidate declines. Maintain Step Label Override changes displayed wording without creating the underlying route. Maintain Redirect controls where a user is directed following an action and likewise does not make the decline outcome available.
Offer acceptance and rejection are distinct business-process outcomes. Advanced routing ensures that the candidate's response is sent through the correct route and that Workday performs the configured follow-up actions, such as notifying the recruiting team or updating the candidate's process status. If the decline option is absent, the administrator must inspect the Review Documents step's advanced-routing configuration, including candidate participation and available response paths.
Study Guide reference: Define Recruiting Business Processes - Review Documents, Candidate Offer Decisions, Advanced Routing, Candidate Home, and Decline Outcomes . Workday's official Recruiting material describes configurable offer workflows and candidate-facing offer experiences. Workday Recruiting datasheet

NEW QUESTION: 19
You created a new Recruiting Assistant role and security group. You also updated the security policy and activated the changes. Recruiting assistants will move forward or decline candidates that are in the Review stage.
What is the next step to grant them this access?
A. On the Job Application business process, assign the Recruiting Assistant security group to the completion step.

B. On the Review Candidate business process, assign the Recruiting Assistant security group to the Review Decision step.
C. On the Job Requisition business process, assign the Recruiting Assistant security group to the completion step.
D. On the Job Application business process, assign the Recruiting Assistant security group to the Review Decision step.
Answer: (SHOW ANSWER)
The security group must be assigned to the Review Decision step in the Review Candidate business process
. Review Candidate governs activity while an application is in the Review stage, and Review Decision is the step from which an authorized participant moves the candidate forward or declines the application.
Updating domain or business-process security and activating the policy makes the group eligible for access, but it does not automatically route the Review Decision task to that group. Business-process step routing must also identify the Recruiting Assistant security group.
A completion step on Job Application would not provide the specific decision task required during Review.
Job Requisition controls hiring-demand creation and approval and is unrelated to candidate review. Option D identifies the correct decision name but places it on the parent Job Application process rather than the Review Candidate subprocess where the decision is performed.
Workday security requires alignment between domain access, business-process security, and step routing.
Missing any one of these layers can prevent users from receiving or completing the action.
Study Guide reference: Configure Recruiting Security - Review Candidate, Review Decision, Recruiting Roles, Business-Process Security, and Step Routing . Workday Recruiting datasheet

NEW QUESTION: 20
You created an evergreen requisition and a job requisition.
How do you link them?
A. Assign the same job profile to both requisitions.
B. Assign the same supervisory organization to both requisitions.
C. You cannot link requisitions.
D. Assign the same position to both requisitions.
Answer: A (LEAVE A REPLY)
An evergreen requisition and a standard job requisition are linked by assigning the same job profile to both.

The shared job profile establishes the functional relationship that allows candidates sourced through the evergreen pipeline to be considered for the associated hiring requisition.
A supervisory organization identifies organizational ownership but does not, by itself, define the required connection between the requisitions. Assigning the same position is inappropriate because an evergreen requisition supports continuing candidate pipelines and is not tied to a single position in the same manner as a position-specific hiring requisition. Workday does support linking the requisitions, making option C incorrect.
The job-profile relationship ensures that the evergreen pipeline represents candidates appropriate for the same type of work as the standard requisition. Administrators should still verify other relevant attributes, such as location, worker type, time type, and qualifications, before moving or associating a candidate. Sharing a job profile creates the linkage; it does not mean every candidate in the evergreen pipeline automatically satisfies every requirement of the standard requisition. Study Guide reference: Configure Requisitions and Their Components - Evergreen Requisitions, Standard Job Requisitions, Job Profiles, Candidate Pipelines, and Requisition Linking . Workday describes evergreen requisitions as a mechanism for building reusable candidate pipelines. Workday Talent Acquisition

NEW QUESTION: 21
What is the definition of an active candidate?
A. An active candidate was referred to a requisition.
B. An active candidate has introduced themselves.
C. An active candidate has applied to a requisition.
D. An active candidate received an invitation to apply to a requisition.
Answer: C (LEAVE A REPLY)

NEW QUESTION: 22
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: (SHOW ANSWER)
Maintain Assignable Roles controls how organization roles can be assigned and which organizational dimensions Workday uses when resolving role assignments. To assign recruiters according to a requisition's primary location rather than its supervisory organization, the Recruiter role must be configured with the appropriate assignable-role behavior.

Maintain Candidate List Assignment concerns candidate-list ownership and does not determine who becomes the recruiter on a requisition. Recruiting Notes and External Recruiting Instructions store operational information; neither task controls role resolution. This configuration changes the assignment context, not the Recruiter security group itself. Workday evaluates the job requisition's primary location and resolves the person assigned to the Recruiter role for that location.
The resulting role assignment can then drive business-process routing, task ownership, reporting, and recruiter access to the requisition and associated candidates. Administrators should verify that recruiter role assignments exist for every relevant location; otherwise, requisitions may have no resolved recruiter or may rely on fallback behavior. Study Guide reference: Configure Recruiting Security - Maintain Assignable Roles, Recruiter Role Assignment, Primary Location, Supervisory Organization, and Business-Process Routing . Workday's Recruiting web-service documentation also recognizes Maintain Assignable Roles as part of recruiting role-assignment configuration. Official Workday Recruiting service definition

NEW QUESTION: 23
Your company opened an ice cream shop with position management as the staffing model. You created the original job requisition for eight positions, but now realize you need five more positions.
How do you update the system to meet this requirement?
A. Change the staffing model to job management.
B. Hire more than one worker in each position.
C. Add an Additional Data step to the Job Requisition business process.
D. Edit the original job requisition and change the number of openings to thirteen.
Answer: D (LEAVE A REPLY)
Under position management, each worker occupies a distinct position. If the approved hiring requirement increases from eight to thirteen, the existing job requisition should be edited so that the number of openings equals thirteen .
Changing the staffing model to job management would be a fundamental organizational-design change and is neither necessary nor appropriate for increasing the number of openings. Hiring multiple workers into one position conflicts with the one-worker-per-position structure of position management. An Additional Data step can capture supplemental information but does not increase the requisition's authorized openings. Editing the original requisition retains a single hiring record for the same staffing requirement while increasing its capacity by five positions. The transaction remains subject to the configured Job Requisition business process, including any approvals required when the number of openings changes. Administrators should also confirm that the necessary positions exist or are created through the applicable staffing configuration and that budget or headcount controls support the increase. Study Guide reference: Configure Requisitions and Their Components - Position Management, Number of Openings, Editing Job

Requisitions, Position Capacity, and Approval Routing . Workday identifies job-requisition creation, management, and fulfillment as integrated Recruiting and HCM functions.
Workday Recruiting datasheet

NEW QUESTION: 24
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 (LEAVE A REPLY)
Automatic stage routing is enabled on the Review Documents step because that is the candidate-facing step where the offer document is reviewed and accepted. When automatic stage routing is enabled, successful completion of the configured candidate action can move the job application automatically to the designated next recruiting stage, such as Ready for Hire.
Initiation starts the Offer process but does not represent candidate acceptance. Make Offer Decision is an internal decision point and therefore does not conclusively establish that the candidate accepted the offer document. Generate Document produces the offer document but occurs before the candidate reviews or responds to it. Routing at either of those earlier points could move a candidate forward before acceptance.
Review Documents is the appropriate control point because the business event required by the scenario- candidate acceptance-occurs there. The routing configuration links completion of that step to the next Job Application stage, eliminating the need for a recruiter to move the candidate manually. Conditions should still be configured so that only the intended completion outcome triggers progression. Study Guide reference:
Define Recruiting Business Processes - Review Documents, Candidate Acceptance, Automatic Stage Routing, Offer, and Ready for Hire . Workday Recruiting datasheet

NEW QUESTION: 25
From an evergreen requisition, which Job Application subprocesses can you not initiate?
A. Employment Agreement and Offer
B. Review Candidate and Offer
C. Employment Agreement and Ready for Hire
D. Background Check and Ready for Hire

Answer: A (LEAVE A REPLY)
An evergreen requisition maintains a continuing candidate pipeline for recurring hiring demand. It is not the specific hiring requisition against which definitive employment terms are issued. Consequently, the Offer and Employment Agreement subprocesses cannot be initiated directly from the evergreen requisition.
Review Candidate remains valid because screening and evaluating prospective candidates are central purposes of an evergreen pipeline. Background checks and other evaluative activities may be available according to the configured Job Application business process.
Ready for Hire is treated separately from the two contractual subprocesses identified in the correct option. Before formal employment terms are generated, the candidate must be associated with the appropriate standard job requisition that contains the actual position, organization, compensation, and hiring context.
Allowing an offer or employment agreement to originate from the evergreen requisition would bind candidate- specific terms to a requisition intended for continuous sourcing rather than a defined staffing transaction.
Workday therefore separates pipeline management from contractual hiring activity. Study Guide reference:
Configure Requisitions and Their Components - Evergreen Requisitions, Candidate Pipelines, Job Application Subprocess Restrictions, Offers, and Employment Agreements .
Workday's official Talent Acquisition description identifies evergreen requisitions as a pipeline mechanism and separately describes processing offers and agreements. Workday Talent Acquisition

NEW QUESTION: 26
What step in the Offer business process allows your recruiters to review the offer document before it goes to the candidate?
A. Propose Compensation Offer/Employment Agreement
B. Review Documents
C. Make Offer Decision
D. Generate Document
Answer: B (LEAVE A REPLY)
The Review Documents step allows the offer document to be routed to recruiters or other designated participants for review before it is presented to the candidate. The step can be positioned after document generation and routed to the appropriate recruiting security group.
Propose Compensation Offer/Employment Agreement captures and approves compensation-related offer information; it does not provide the document-review activity described. Make Offer Decision records an internal decision concerning the offer but is not the step used to inspect the generated document. Generate Document produces the offer letter from the configured template and transaction data. Generation alone does not provide a controlled reviewer task.

The typical sequence is to establish the offer terms, generate the document, route the resulting document for internal review, and then make it available to the candidate. Conditions and routing can vary this sequence according to factors such as country, worker type, compensation level, or offer type. Review Documents is therefore the correct step because it separates document creation from formal internal verification. Study Guide reference: Define Recruiting Business Processes - Offer, Generate Document, Review Documents, Reviewer Routing, and Candidate Presentation . Workday describes offer management as using configurable workflows, compensation integration, and candidate-facing offer documents. Workday Recruiting datasheet

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