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NEW QUESTION: 1

You want to remind recruiters to update their self-schedule calendars. You want this reminder to go out before the candidate receives the calendar during the Screen business process.

What step type allows you to build this reminder into the process?

- A. Complete Questionnaire
- B. To Do
- C. Review Documents
- D. Candidate Self-Schedule Event

Answer: B (LEAVE A REPLY)

A To Do step provides an actionable reminder within the business process without launching a separate recruiting subprocess. The administrator can place the To Do before the Candidate Self-Schedule Event in the Screen business process and route it to the recruiter. This prompts the recruiter to review or update calendar availability before Workday releases scheduling options to the candidate.

Complete Questionnaire is intended to collect structured responses and is unnecessary for a simple operational reminder. Review Documents requires a participant to review configured documents. Candidate Self-Schedule Event is the event that exposes scheduling availability to the candidate; using that event as the reminder would not provide a separate prerequisite action before the calendar is released.

Correct sequencing is critical. The To Do should precede the self-schedule event, and the business-process configuration should determine whether completion is required or merely informational. Routing must assign it to the appropriate recruiter or recruiting role. This allows the process to preserve candidate experience by reducing the possibility of outdated or unavailable interview slots. Study Guide reference: Define Recruiting Business Processes - Screen, To Do Steps, Candidate Self-Scheduling, Step Order, and Recruiter

Routing . Workday identifies workflow automation and coordinated candidate interaction as central Recruiting capabilities. Workday Recruiting datasheet

NEW QUESTION: 2

Which actions can internal candidates take when accessing an internal job posting?

- A. Apply, Refer, Introduce Yourself
- B. Apply, Introduce Yourself
- C. Apply, Refer, My Applications
- D. Apply, Refer, Create Job Alerts

Answer: A (LEAVE A REPLY)

From an internal job posting, workers can Apply , Refer , or Introduce Yourself . Apply creates the worker' s own job application. Refer allows the worker to identify another potential candidate. Introduce Yourself supports expression of interest or entry into a prospect relationship without requiring an application to that particular requisition.

My Applications and Create Job Alerts are valid internal-career-site capabilities, but they are navigation or career-management functions rather than the set of actions performed directly from the individual posting in this question. Consequently, options C and D mix posting actions with separate Jobs Hub functionality.

Workday's internal recruiting experience combines employee applications, referrals, and proactive talent- interest capabilities. The available actions can still depend on tenant configuration, eligibility, posting status, and security, but the delivered action set represented in the question is Apply, Refer, and Introduce Yourself.

Study Guide reference: Career Sites - Internal Job Postings, Apply, Refer, Introduce Yourself, Jobs Hub, and Internal Candidate Actions . Workday's Jobs Hub guidance describes the internal experience as supporting job postings, applications, job alerts, and referrals, while Workday Recruiting enables organization- wide participation through referrals and recommendations. Workday Hubs Guide

NEW QUESTION: 3

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: 4

What is the definition of an active candidate?

- A.** An active candidate was referred to a requisition.
- B.** An active candidate received an invitation to apply to a requisition.
- C.** An active candidate has applied to a requisition.
- D.** An active candidate has introduced themselves.

Answer: C (LEAVE A REPLY)

An active candidate has submitted an application to a job requisition. The submitted application establishes the active candidate relationship and places the person into the Job Application business process for consideration against that requisition.

A referral identifies a potential candidate but does not mean the individual has applied. An invitation to apply is an outreach action; the recipient remains a prospect until an application is submitted. Introduce Yourself creates or updates a prospect relationship without associating the person with a specific job application. These distinctions affect reporting, security, communications, retention, and which recruiting business processes are available.

The same person can have prospect activity and one or more active applications. "Active" in this context describes the candidate's application relationship rather than whether a recruiter recently contacted the person or whether the candidate record is generally searchable. Once the application is submitted, Workday can route it through Review, Screen, Interview, Offer, and other configured stages. Study Guide reference: Configure Recruiting Functionality - Prospects Versus Active Candidates, Applications, Referrals, Invitations to Apply, and Introduce Yourself . Workday distinguishes prospects from

applicants and processes submitted applications through its unified recruiting platform.
Workday Recruiting datasheet

NEW QUESTION: 5

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: (SHOW ANSWER)

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

NEW QUESTION: 6

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: B (LEAVE A REPLY)

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: 7

How many external career sites can you have at the same time?

- A.** 1
- B.** 25
- C.** 50
- D.** Unlimited

Answer: D (LEAVE A REPLY)

Workday supports unlimited external career sites within the applicable tenant configuration. Organizations can therefore create distinct candidate experiences for different brands,

countries, languages, business lines, hiring programs, or regulatory contexts without being limited to 1, 25, or 50 sites.

"Unlimited" refers to the absence of the numerical configuration limits listed in the alternatives; it does not remove operational considerations. Every career site requires appropriate branding, navigation, job-posting rules, authentication behavior, privacy content, localization, and ongoing administration. Creating a large number of sites without a governance model can fragment the candidate experience and complicate reporting and maintenance.

Each external site can be configured to display the relevant job population and candidate-facing content.

Administrators should determine whether separate sites are genuinely required or whether branding, localization, and posting conditions can meet the need within fewer configurations. Study Guide reference:

Career Sites - External Career Site Configuration, Multiple Career Sites, Branding, Job Populations, Localization, and Governance . Workday Recruiting supports tailored candidate experiences and employer- brand presentation across external talent populations. Workday Recruiting datasheet

NEW QUESTION: 8

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 (LEAVE A REPLY)

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: 9

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: 10

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: 11

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

NEW QUESTION: 12

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: 13

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: 14

You are creating a Junior Recruiter security group. You want to assign the members of this group to specific job requisitions, and you also want them to review all candidate assessments in the system.

What security group type do you create?

- A. Manager Level-Based
- B. Role-Based (Constrained)
- C. Segmented
- D. Role-Based (Unconstrained)

Answer: B (LEAVE A REPLY)

A Role-Based (Constrained) security group is appropriate because Junior Recruiters must be assigned to specific job requisitions. The role assignment supplies the constraint that determines the requisitions for which each member performs recruiting work.

Manager Level-Based groups derive access from a management hierarchy and do not support direct requisition-role assignment. A Segmented group limits access by configured data segments rather than by recruiting-role assignment. A Role-Based (Unconstrained) group would give every holder the role's access throughout the tenant and would not respect the requirement to assign members to particular requisitions.

The assessment requirement must be handled through the domains granted to the security group. Access to assessment data depends on the applicable candidate-assessment domains and their security behavior. The group type still needs to support the explicit requisition assignment, making Role-Based (Constrained) the correct foundation.

Administrators should validate whether any assessment domain is unconstrained and ensure that granting broad assessment visibility is intentional because assessments may contain sensitive candidate information. Study Guide reference: Configure Recruiting Security - Role-Based Constrained Groups, Job Requisition Role Assignments, Candidate Assessment Domains, and Least-Privilege Design

. Workday Recruiting uses its core security model to protect candidate data while enabling recruiting collaboration. Workday Recruiting datasheet

NEW QUESTION: 15

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 (LEAVE A REPLY)

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

NEW QUESTION: 16

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

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NEW QUESTION: 17

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: 18

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: ([SHOW ANSWER](#))

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: 19

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 task allows initiating and entering the compensation, one-time payments, and stock all at the same time?

- A.** Configure Optional Fields
- B.** Configure Consolidated Template
- C.** Edit Business Process Security Policy
- D.** Maintain Step Conditions

Answer: B (LEAVE A REPLY)

Configure Consolidated Template provides the combined interface needed to initiate the offer or employment-agreement activity while entering the associated compensation components in one coordinated experience. The template can consolidate base compensation, one-time payments, and stock information that would otherwise require separate initiation and proposal activities.

Configure Optional Fields determines which additional fields appear or are required, but it does not combine separate business-process activities. Editing the business-process security policy controls which security groups may initiate or participate in the process. Maintain Step Conditions determines whether a configured step executes. Neither task creates a consolidated compensation-entry experience.

The requirement explicitly states that Initiation and Propose Compensation Offer/Employment Agreement must be completed simultaneously. This points to configuration of the consolidated template rather than routing, security, or conditional execution. Consolidation reduces duplicate entry and ensures that compensation-related offer data is captured within a consistent transaction context. It also supports Workday Recruiting's integrated connection between candidate offers and compensation. Study Guide reference:

Define Recruiting Business Processes - Offer and Employment Agreement, Consolidated Templates, Propose Compensation, One-Time Payments, and Stock . Workday describes offer management as combining configurable workflows with a seamless connection to compensation. Workday Recruiting datasheet

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