Infor Certified Talent Management Consultant - Compensation and Performance v11

Exam #: HCM-CPC11-100

infor

Certification Program

Target Audience

This exam targets the skills and abilities required by an Infor Talent Management Consultant - Compensation and Performance v11 with relevant experience to successfully configure, implement, and administer HCM Compensation Management, Performance Management, and Goal Management v11 solutions as well as knowledge and experience using Global HR and Infor Rich Client.

Exam Details

- Exam number: HCM-CPC11-100
- Onsite or Online, proctored
- 70 questions
- 90 minute time limit

Schedule and Register

Below are the steps to schedule and register for an onsite or online proctored exam.

Onsite

Prior to registering for an exam, please follow the steps below to register for your preferred exam date/time:

1. If required, create a new account by clicking here.
2. If you already have an account, login to Webassessor.
3. Click Register for an Exam.
4. Find the exam you wish to attempt.
5. Click Select next to the Onsite Proctored option.
6. Search for a test center or choose one of the closest test centers listed.
7. Select your preferred date and time to attempt the exam. (Test centers set their own testing schedules.)
8. Read and accept the Terms and Conditions and then click Select.
9. If you have a Voucher/Coupon code, enter the code and click Apply.
10. If the exam details are correct, click Checkout.
11. If using a credit card, choose your payment type and click Submit.
12. After confirming payment, click Done.
13. You will receive a confirmation email with your Test Taker Authorization Code and additional onsite details.

    Please Note:

- Ensure you have your Test Authorization Code with you when you arrive at the test center. You cannot attempt your exam without the Test Authorization Code, and no refund will be provided.
- Please arrive at the test center at least 15 minutes prior to your scheduled exam.
- Parking and other test center specific instructions are included in your confirmation email.

Register here

Online

Prior to registering for an exam, please follow the steps below at least 5 days prior to you preferred exam date/time:

1. Test your Internet connection. Run the test twice: once with the default server and then to a server in Arizona (e.g. Phoenix, AZ; Tempe AZ, Tucson, AZ; etc.) Results to an Arizona server must meet these minimum requirements:
    - o   Ping times must be less than 200ms
    - o   Jitter must be less than 50ms
    - o   Download and upload must be greater than 1Mbps

2. Ensure your computer meets other requirements outlined in this Guide. Some of the requirements are:
    - o   A webcam is required - built in webcams ARE permitted
    - o   A microphone is required - headsets are NOT permitted
    - o   Sentinel Secure software must be installed (MS Windows and MAC supported)

3. If you encounter any problems, contact Kryterion Support:
    - o   Voice: 866-227-7116 (U.S.) or +001-602-714-8235 (International)
    - o   Live Chat: www.kryteriononline.com/Support, then click on "LIVE HELP"
    - o   Email: OLPsupport@KryterionOnline.com

4. If required, create a new account by clicking here.

5. If you already have an account, login to Webassessor.

6. Click Register for an Exam.

7. Find the exam you wish to attempt.

8. Click Select next to the Online Proctored option.

9. Select your preferred date and time to attempt the exam and click Select.

10. Read and accept the Terms and Conditions and then click Select.

11. If you have a Voucher/Coupon code, enter the code and click Apply.

12. If the exam details are correct, click Checkout.

13. If using a credit card, choose your payment type and click Submit.

14. After confirming payment, click Done.

15. You will receive a confirmation email.

Register here

Exam Topic Area Summary

The following summarizes the percentage of each topic area included on the exam:

- Setup and Configuration - 66%
- Product Administration and Maintenance - 18%
- Processing - 10%
- Reporting - 3%
- Using Infor Rich Client - 3%

Related Training and Documentation

Although not required, the following training courses and documentation cover content included in this exam:

- Training courses found on Campus:
  - Talent Management: v11 Configuring and Administering Compensation Management
  - Talent Management: v11 Configuring and Administering Goal and Performance Management

Exam Objectives by Topic Area and Resource

This certification exam includes the following exam objectives by topic and course.

Resource and related exam objective(s)	Topic Area and Percentage				
	Setup and Configuration	Product Administration and Maintenance	Processing	Reporting	Using Infor Rich Client
	66%	18%	10%	3%	3%
Talent Management: v11 Configuring and Administering Compensation Management					
Describe the Compensation Management application.	X				
Use Infor Rich Client for Talent Management applications.					X
Create custom groups for Compensation Management.	X				
Explain the concept of budget owners in Compensation Management.	X				
Explain the relationship between releasing a budget and the delivered approval process flows in Compensation Management.	X				
Identify award and approval statuses as they move through the award process in Compensation Management.			X		
Maintain compensation program enrollments in Compensation Management.		X			
Explain how to create incentive compensation program components in Compensation Management.	X				
Create compensation program enrollments in Compensation Management.	X				
Describe the ways to calculate payouts in Compensation Management.	X				
Create bonus objective incentive compensation programs in Compensation Management.	X				
Create bonus award incentive compensation programs in Compensation Management.	X				

Resource and related exam objective(s)	Topic Area and Percentage				
	Setup and Configuration	Product Administration and Maintenance	Processing	Reporting	Using Infor Rich Client
	66%	18%	10%	3%	3%
Describe special incentives setup in Compensation Management.	X				
Create equity awards in Compensation Management.	X				
Set up compensation planning in Compensation Management.	X				
Process compensation awards in Compensation Management.			X		
Create compensation budgets in Compensation Management.	X				
Release a budget to another manager in Compensation Management.			X		
Submit compensation data to market survey providers.				X	
Talent Management: v11 Configuring and Administering Goal and Performance Management					
Describe the Goal Management application.	X				
Set up goal components in Goal Management.	X				
Manage organizational goals in Goal Management.		X			
Create organizational goals in Goal Management.	X				
Manage resource goals in Goal Management.		X			
Identify how to create resource goals in Goal Management.	X				
Configure goal-related notifications in Goal Management	X				
Describe the Performance Management application.	X				
Determine what to measure in the performance appraisal process.	X				
Describe how competencies and skills are used in Performance Management.	X				
Set up appraisal components in Performance Management.	X				
Create an appraisal form in Performance Management.	X				
Manage the performance appraisal cycle in Performance Management		X			

Questions and Help

Additional Certification Program information is available at www.infor.com/certification

Additional information about Infor Education training courses is available at www.infor.com/education.

If you experience any issues when registering for a certification exam, please contact olpsupport@kryteriononline.com.

If you need help registering for a training course, please contact:

- For Americas: EducationAmericas@infor.com
- For Europe, the Middle East and Africa: EducationEMEA@infor.com
- For Asia Pacific: EducationAPAC@infor.com

Infor Certified Talent Management Consultant - Compensation and Performance v11 Exam Guide # HCM-CPC11-100

Sample Questions

The sample questions below provide examples of the types of questions included on the certification exams delivered through the Webassessor testing platform. The correct answers are provided for reference purposes only in the following Key to Sample Questions section. **Note:** The Webassessor platform randomizes all certification question items and answer options during the exam.

1. Which one of the following describes the type of budget that a manager can release to another manager?

   A. ○ Budgets owned by his or her manager
   B. ○ Budgets he or she currently owns
   C. ○ Budgets owned by any other manager
   D. ○ Budgets for all managers

2. Which <u>two</u> of the following are the ways to update work assignments once the awarding approval process is completed and the awards are reviewed and verified by the compensation analyst? Choose 2 answers.

   A. ☐ Validating the rule of "Compare To Guidelines"
   B. ☐ Manually using the action "Update Work Assignment"
   C. ☐ Changing the rule to a Salary Type
   D. ☐ Using the Process Pay Rate Changes process

3. Select from the drop-down lists on the right the Market Survey Providers Create New Version From Existing Version form option that corresponds with each description on the left. Use each option only once.

   A. The copied survey provider name defaults. You can keep the same name or assign a new one.
   [Choose One ▽] New Survey Provider Description

   B. A name that reflects that this is a new version.
   [Choose One ▽] New Survey Provider

   C. The new version date.
   [Choose One ▽] Copy Matching Jobs and Positions

   D. Copy the survey provider positions from the old version.
   [Choose One ▽] New Survey Provider Version

   E. Copy your organization's matching jobs and positions from the old version.
   [Choose One ▽] Copy Survey Provider Positions

   Note: In Webassessor the responses on the right display in a drop-down list box.

4. Which one of the following describes how you access Infor Rich Client?

   A. ○ By clicking the Infor Rich Client link on the desktop
   B. ○ By clicking the Infor Talent Management link on the desktop
   C. ○ By typing the Infor Rich Client URL in your browser
   D. ○ By typing the Infor Talent Management URL in your browser

5. Which one of the following statuses must your compensation plan be in before you can enroll resources?

   A. ○ Pending
   B. ○ Draft
   C. ○ Active
   D. ○ Final

6. The process to move a goal through the goal process includes the following four tasks:
   1. Approve or accept the goal
   2. Create and submit the goal
   3. Complete the goal
   4. Maintain or update the goal

   Which one of the following is the correct order in which those tasks should be performed?

   A. ○ 1, 2, 3, 4
   B. ○ 4, 3, 2, 1
   C. ○ 2, 1, 4, 3
   D. ○ 3, 4, 2, 1

7. Which three of the following are common appraisal cycles? Choose 3 answers.

   A. ☐ Annual review: focal
   B. ☐ Annual review: anniversary date
   C. ☐ Introductory review: 60-day, 90-day or other initial period after hire
   D. ☐ After a failed drug screen
   E. ☐ While the resource is out on leave

8. Which one of the following options is where the Self-Appraisal form will be available for the employee?

   A. ○ Appraisal Review
   B. ○ My Reviews
   C. ○ Pending tab
   D. ○ Historical tab

9. Which one of the following is used to identify a group of resources or managers that can be processed together?

   A. ○ Planning rules
   B. ○ Custom groups
   C. ○ Validation rules
   D. ○ Approval statuses

10. Select from the drop-down lists on the right the option that corresponds with each description on the left. Use each option only once.

A. Number of points in the rating scale	Choose One ⌄	Score range
B. Descriptive word or short phrase associated with a given level	Choose One ⌄	Business class group
C. Range of calculated scores that should equate to a rating level on the overall section of an appraisal (the "rounded" level)	Choose One ⌄	Levels
D. Determines where in TM Global HR, Performance Management and/or Goal Management a custom group will be available for use	Choose One ⌄	Labels

    Note: In Webassessor the responses on the right display in a drop-down list box.

11. Which one of the following must you select so that the enrollment record does not go into a pending status when you create enrollments by group?

    A. ○ Compensation Program version
    B. ○ Complete Finalization Process Automatically
    C. ○ Resources Enrolled
    D. ○ Sequence Number

12. Which one of the following processes do you use to interface payouts to payroll?

    A. ○ Employee Special Incentive Payout Interface (LTMS3_ESIPayout)
    B. ○ Employee Compensation Program Payout Interface (LTMS3_ECPPayout)
    C. ○ Salary Planning Bonus Payout Interface (LTMS3_SPBPayout)
    D. ○ Employee Allowances Interface (LTMS3_EALPayout)

13. Which three of the following attributes do you need to set up first in order to define how equity awards will be allocated? Choose 3 answers.

    A. ☐ Planning rule
    B. ☐ Awarding display
    C. ☐ Equity type
    D. ☐ Award reason
    E. ☐ Vesting schedule

14. The compensation planning process includes the following six tasks:
    1. Create and make available the budget records
    2. Review and finalize.
    3. Submit awards
    4. Approve awards
    5. Define planning rules
    6. Define a compensation awarding view

    Which one of the following is the correct order in which those tasks should be performed?

    A. ○ 4, 5, 3, 2, 6, 1
    B. ○ 3, 6, 4, 3, 5, 2
    C. ○ 6, 4, 5, 3, 1, 2
    D. ○ 2, 4, 1, 3, 6, 5
    E. ○ 5, 6, 1, 3, 4, 2

15. Which one of the following will guide you through the goal creation process?

    A. ○ Mass create goals
    B. ○ Goal component setup
    C. ○ Goal Wizard
    D. ○ Smart Rating

16. Select from the drop-down lists on the right the element that corresponds with each description on the left. Use each option only once.

A. Represent what a person aims to accomplish, typically during a specified period.   [Choose One ▾]   Skills

B. Verbal representation of how a person does their work.   [Choose One ▾]   Responsibilities

C. Represent expertise that is observable or testable or both.   [Choose One ▾]   Goals

D. Provide detail about the day-to-day aspects of a person's job   [Choose One ▾]   Competencies

Note: In Webassessor the responses on the right display in a drop-down list box.

17. Which two of the following are elements that can be measured on the performance appraisal? Choose 2 answers.

A. ☐ Salary
B. ☐ Goals
C. ☐ Training
D. ☐ Competencies

18. Which one of the following is an optional description that can be attached to a competency, skill, or associated behavior?

A. ○ Qualification
B. ○ Achievement
C. ○ Proficiency
D. ○ Credential

19. Which two of the following setup tasks do you perform when creating appraisal notifications? Choose 2 answers.

A. ☐ Define email templates
B. ☐ Assign email templates to the organization
C. ☐ Create an email distribution group
D. ☐ Establish a new work email account

20. Which one of the following defines who receives the appraisal form and the steps of the appraisal process?

A. ○ Rules
B. ○ Dates
C. ○ Appraisal text
D. ○ Sections
E. ○ Performance goals

Key to Sample Questions

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1. Which one of the following describes the type of budget that a manager can release to another manager?

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   B. A name that reflects that this is a new version. | Choose One ⌄ | New Survey Provider Description

   C. The new version date. | Choose One ⌄ | New Survey Provider Version

   D. Copy the survey provider positions from the old version. | Choose One ⌄ | Copy Survey Provider Positions

   E. Copy your organization's matching jobs and positions from the old version. | Choose One ⌄ | Copy Matching Jobs and Positions

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    B. ○ 3, 6, 4, 3, 5, 2
    C. ○ 6, 4, 5, 3, 1, 2
    D. ○ 2, 4, 1, 3, 6, 5
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About Infor

Infor builds business software for specific industries in the cloud. With 16,500 employees and over 90,000 customers in more than 170 countries, Infor software is designed for progress. To learn more, please visit www.infor.com.