Certification Exam Guide

# Infor Certified Talent Management Consultant – Talent Planning v11

Exam #: HCM-TPC11-100

# Target Audience

This exam targets the skills and abilities required by an Infor Talent Management Consultant – Talent Planning v11 with relevant experience to successfully configure, implement, and administer HCM Talent Acquisition, Development Planning, and Succession Management v11 solutions as well as knowledge and experience using Global HR and Infor Rich Client.

# Exam Details

- Exam number: HCM-TPC11-100
- Onsite or Online, proctored
- 73 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 minute 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.kryterionmonline.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 - 52%
- Processing - 19%
- Product Administration and Maintenance - 18%
- Reporting - 11%

# 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 Development Planning
  - Talent Management: v11 Configuring and Administering Succession Management
  - Talent Management: v11 Configuring and Administering Talent Acquisition

# Exam Objectives by Topic Area and Resource

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

| Resource and related exam objective(s) | Topic Area and Percentage | | | |
| --- | --- | --- | --- | --- |
| | Setup and Configuration | Processing | Product Administration and Maintenance | Reporting |
| | 52% | 19% | 18% | 11% |
| **Talent Management: v11 Configuring and Administering Development Planning** | | | | |
| Process development checklist components in Development Planning. | | X | | |
| Process development checklist components in Development Planning. | | X | | |
| Administer registrations in Development Planning. | | | X | |
| Monitor resource checklists in Development and Planning. | | | X | |
| Analyze Development Planning data. | | | | X |
| Set up organization rules for Development Planning. | X | | | |
| Set up activity components in Development Planning. | X | | | |
| Set up standard cost for Development Planning. | X | | | |
| Set up Development Planning notifications. | X | | | |
| Set up providers and instructors in Development Planning. | X | | | |
| Describe the integration between Talent Management and Infor Learning Management. | X | | | |
| Set up development activities in Development Planning. | X | | | |
| Set up sessions in Development Planning. | X | | | |
| Set up mentors in Development Planning. | X | | | |
| Set up a development checklist in Development Planning. | X | | | |
| Schedule notifications for Development Planning. | X | | | |

| Resource and related exam objective(s) | Topic Area and Percentage | | | |
| --- | --- | --- | --- | --- |
| | Setup and Configuration | Processing | Product Administration and Maintenance | Reporting |
| | 52% | 19% | 18% | 11% |
| **Talent Management: v11 Configuring and Administering Succession Management** | | | | |
| Manage succession and talent pools in Succession Management. | | | X | |
| Manage succession resources and profiles in Succession Management. | | | X | |
| Analyze resources succession data in Succession Management. | | | | X |
| Configure Succession Management. | X | | | |
| Create succession and talent pools in Succession Management. | X | | | |
| Define key succession data in Succession Management. | X | | | |
| Set up career paths in Succession Management. | X | | | |
| Describe the Succession Management application. | X | | | |
| **Talent Management: v11 Configuring and Administering Talent Acquisition** | | | | |
| Describe the job application process in Talent Acquisition. | | X | | |
| Complete the tasks to move candidates through the selection process in Talent Acquisition. | | X | | |
| Complete the Talent Acquisition offer process tasks. | | X | | |
| Complete the hiring process tasks in Talent Acquisition. | | X | | |
| Administer a requisition in Talent Acquisition. | | | X | |
| Create Talent Acquisition reports. | | | | X |
| Describe the Talent Acquisition application. | X | | | |
| Describe the primary Talent Acquisition set up required in Global HR. | X | | | |
| Set up Talent Acquisition codes. | X | | | |
| Create Talent Acquisition email templates. | X | | | |
| Create a requisition in Talent Acquisition. | 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

# 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 options allow a recruiter to input a contact into Talent Acquisition quickly and capture preferences without much other information?

   A. ○ Add a Candidate
   B. ○ Quick Candidate
   C. ○ Quick Profile
   D. ○ Recruiter space

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

   A. View of current and new information related to the requisitions that a recruiter is assigned    [Choose One ▼]    Recruiter view

   B. Lists all candidates in Talent Acquisition, regardless of the method by which they arrived    [Choose One ▼]    Candidate Pool

   C. Provides a single point of entry for all the actions recruiters may need to take on requisitions and job applications    [Choose One ▼]    Today view

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

3. In the Talent Acquisition candidate offer process, which one of the following steps occur immediately after defining the offer and submitting it for approval?

   A. ○ Generate the offer letter and contract documents
   B. ○ Review and update the offer or employment contract
   C. ○ Send an email or notification to the candidate
   D. ○ Request an offer review when documents are finalized

4. Which one of the following roles can revert a waived checklist component in Development Planning?

   A. ○ Learning Managers
   B. ○ Managers
   C. ○ Mentors
   D. ○ Peers

5. Which two of the following reports can you access to analyze your Development Planning data? Choose 2 answers.

   A. ☐ Develop for Excellence
   B. ☐ Landmark Analytics
   C. ☐ Attendance analysis
   D. ☐ Activity failure analysis

6.  Which one of the following options best describe when can you add an expense to a requisition?

    A.  ○  Only when the requisition is still in draft status
    B.  ○  After the requisition is added to at least one job board
    C.  ○  Any time after the requisition is approved
    D.  ○  Any time after the requisition is initially created

7.  Which one of the following pools is a resource added to when you use the Automatic Add To Pool feature?

    A.  ○  Resource poo
    B.  ○  Talent pool
    C.  ○  Eligibility group pool
    D.  ○  Succession pool

8.  Which one of the following fields is required on the Add to Pool form when adding a resource?

    A.  ○  Qualifications fit
    B.  ○  Readiness Type
    C.  ○  Recommendation Period
    D.  ○  Position

9.  A Learning Manager wants to monitor the progress of active resource checklists  throughout the organization, looking for those that are overdue. Which one of the following options is the best way to check for overdue checklist on the Resource Checklists tab in Development Planning?

    A.  ○  Filter by checklist component
    B.  ○  Filter by today's date in the Due Date field
    C.  ○  Filter by Completion status
    D.  ○  Filter by Checklist name

10. Which two of the following can be pulled from a requisition description when defining a job posting template in Talent Acquisition?  Choose 2 answers.

    A.  ☐  Hiring manager
    B.  ☐  Working conditions
    C.  ☐  Competencies and skills
    D.  ☐  Responsibilities

11. Which one of the following is included in a succession plan?

    A.  ○  Talent pools
    B.  ○  Performance ratings
    C.  ○  Career paths
    D.  ○  Competency model

12. Which one of the following Development Planning activity components is user defined and used for reporting?

    A.  ○  Activity topic
    B.  ○  Activity type
    C.  ○  Activity categories
    D.  ○  Activity focus

13. The requisition process in Talen Acquisition include the following four tasks:
    1. Create an offer.
    2. Review candidate.
    3. Post the requisition.
    4. Perform qualifying tasks.

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

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

14. Which one of the following options are instructors linked to in Development Planning?

    A. ○ Class
    B. ○ Catalogs
    C. ○ Sessions
    D. ○ Activity

15. Select from the drop-down lists on the right the Organization Rules tab that corresponds with each task on the left. Use each option only once.

    A. Configure indicators of potential      [Choose One ▾]   Performance tab

    B. Configure indicators of performance    [Choose One ▾]   Potential tab

    C. Add labels for the nine-block chart     [Choose One ▾]   Details tab

    D. Where to set the number of indicators of potential and performance   [Choose One ▾]   Chart Elements tab

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

16. Which one of the following options describes the requirements of a mentor?

    A. ○ A mentor is designated by Learning Manager
    B. ○ A mentor can not also be a mentee
    C. ○ A mentor must have two or more mentees
    D. ○ Employees must be a manager in order to be a mentor

17. Which one of the following options is the maximum number of email templates that can be associated with a single automation rule for mentor notification emails?

    A. ○ 1
    B. ○ 2
    C. ○ 3
    D. ○ No limit

18. Which two ways can you mass assign a learning checklist? Choose 2 answers.

    A. ☐ By organization
    B. ☐ By Eligibility group
    C. ☐ By individual
    D. ☐ By all checklist types

19. Which <u>two</u> of the following are reasons why a Learning Manager would define notifications in Development Planning to save the generated correspondence? Choose 2 answers.

   A. ☐ To send follow-up notifications, such as when registration dates are approaching
   B. ☐ To notify resource managers approval is needed
   C. ☐ To resend failed email notifications
   D. ☐ To resend to resources that accidentally deleted the notification

20. Your organization has decided to define schedule notifications in Development Planning to save the correspondence that are generated. Which of the following options can the Learning Manager do to manage the size of saved correspondence records?

   A. ○ Mass purge the correspondence records periodically
   B. ○ Set a flag in notifications to automatically purge after a set number of days
   C. ○ Set a flag to move all correspondences to archive after a set number of days
   D. ○ Run the Purge Notifications utility periodically

# Key to Sample Questions

The correct answers for the Sample Questions are provided here for reference purposes only. **Note:** The Webassessor platform does not provide correct answers/feedback during the exam.

1. Which one of the following options allow a recruiter to input a contact into Talent Acquisition quickly and capture preferences without much other information?

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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.