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Microsoft Dynamics 365 for Talent

Exam A

QUESTION 1

You want to manually add a new applicant for a job created within the Attract modular app for Microsoft Dynamics 365 for Talent.

Which two data fields must you input in order to create a profile for the job candidate? Each correct answer presents a part of the solution.

- A. URL to their LinkedIn profile
- B. Home or work phone number
- C. Email address
- D. Name

Correct Answer: CD

Section: (none)

Explanation

Explanation/Reference:

QUESTION 2

You are managing a new job using the online version of Microsoft Dynamics 365 for Talent.

You want to stay in communication with job candidates throughout the job selection process.

At which step can job candidates receive their first email from Dynamics 365 for Talent?

- A. once the job applicant has been manually added to the job
- B. once a job applicant is assigned to the Pending stage
- C. once a job applicant is advanced to the Interview stage
- D. once a job applicant has been advanced to the Screening stage

Correct Answer: A

Section: (none)

Explanation

Explanation/Reference:

QUESTION 3

Your business has been acquired by another company. Your HR director completes the review and discovers that there are a number of position changes that have occurred and need to be updated in the system.

When you attempt to delete a position, you discover that you are not able to do so.



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What are two possible reasons? Each correct answer presents a complete solution.

- A. The worker assignment cannot be modified.
- B. The position skills should be updated.
- C. A worker is currently assigned to the position.
- D. A worker was previously assigned to the position.

Correct Answer: CD

Section: (none)

Explanation

Explanation/Reference:



QUESTION 4

You are scheduling a busy interview team. Everyone will be available at some point during the interview time with the candidate, but the interview schedule needs to remain flexible.

What setting should you use to allow this flexibility?

- A. Suggest interview schedules should be set to “Yes”.
- B. Make this a panel interview should be set to “Yes”.
- C. Keep interviews in this order should be set to “No”.
- D. Add Skype meetings should be set to “No”.

Correct Answer: C

Section: (none)

Explanation

Explanation/Reference:

QUESTION 5

You have set up jobs for a new division in your company, and now you are creating the positions for those jobs.

Your company's CEO asks about the differences between a job and a position.

What are two correct responses to answer the CEO's question? Each correct answer presents part of the solution.

- A. A worker can be assigned to multiple positions at the same time.
- B. A worker is assigned to a job, not a position.
- C. A single position can have multiple workers at the same time.
- D. A position has a duration, while a job does not.

Correct Answer: AD

Section: (none)

Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/dynamics365/unified-operations/talent/departments-jobs-positions>



QUESTION 6

A benefits administrator is completing the setup of benefit plans in Microsoft Dynamics 365 for Talent and has enabled the Allow dependent coverage slider.

Which three benefits will dependents have access to? Each correct answer presents a complete solution.

- A. Dental insurance
- B. Investment benefits
- C. Life insurance
- D. Medical insurance
- E. Retirement benefits

Correct Answer: ABD

Section: (none)

Explanation

Explanation/Reference:

QUESTION 7

You are preparing the calculation for the salary raise for all employees. The raise is based on the increase percentages that are set up for each department.

You need to update the salary raise in Microsoft Dynamic 365 for Talent.

What should you do?

- A. Create a merit target, assign a variable compensation plan to the compensation process, add merit as an action to a compensation process, and run the process.
- B. Create a merit target, assign a fixed compensation plan to the compensation process, add merit as an action to a compensation process, and run the process.
- C. Create a merit increase type, assign a variable compensation plan to the compensation process, add merit as an action to a compensation process, and run the process.
- D. Create a merit increase type, assign a fixed compensation plan to the compensation process, add merit as an action to a compensation process, and run the process.

Correct Answer: D

Section: (none)

Explanation



Explanation/Reference:

References: <https://docs.microsoft.com/en-us/dynamics365/unified-operations/talent/process-compensation>

QUESTION 8

An employee has previously submitted an accommodations request to obtain a standing desk for a customer service position. There is a cost associated with obtaining the desk, but it has been deemed acceptable and the desk has been ordered.

You need to update the request status, and your director reminds you that it is important to indicate that there is a cost associated with granting the request.

Which field of the Accommodations form is appropriate for indicating the cost?

- A. Deductions
- B. Job task
- C. Reply
- D. Financial

Correct Answer: D

Section: (none)

Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/dynamics365/unified-operations/fin-and-ops/hr/localizations/tasks/manage-worker-accommodations>

QUESTION 9

You need to set up base eligibility rules for fixed and variable plans on location.

Which feature should you use to perform the task in Microsoft Dynamics 365 for Talent?

- A. Compensation regions
- B. Range utilization matrix
- C. Reference point setups
- D. Control point

Correct Answer: A

Section: (none)

Explanation



Explanation/Reference:

References: <https://docs.microsoft.com/en-us/dynamics365/unified-operations/talent/compensation-plans>

QUESTION 10

Your company offers two types of life insurance benefits to employees. Executive employees are eligible for one life insurance plan, while all other full-time employees are eligible for the other life insurance plan.

Which eligibility type would be best for the company to use?

- A. Bypass eligibility process
- B. All workers
- C. Rule based
- D. Flexible eligibility

Correct Answer: C

Section: (none)

Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/dynamics365/unified-operations/talent/manage-benefit-program>

QUESTION 11

You are the HR manager for your company.

You need to create a new accrual schedule to make it possible for employees to request more leave than what is currently available for them to use.

What should you configure in Microsoft Dynamics 365 for Talent to meet this need?

- A. Enter a positive value in the field for maximum carry-forward when creating a new accrual schedule.
- B. Enter a negative value in the field for minimum balance when creating a new accrual schedule.
- C. Enter a positive value in the field for minimum balance when creating a new accrual schedule.
- D. Enter a negative value in the field for maximum carry-forward when creating a new accrual schedule.

Correct Answer: B

Section: (none)

Explanation



Explanation/Reference:

QUESTION 12

Your manager asks you to complete setup for an award which should be allocated over time.

The plan must be set up so that employees will receive 20% of their total awards every year for the next 5 years.

What should you do?

- A. Create a Leverage that controls the portion, fill in the cycle start date and the cycle end date, and add it to a Fixed Compensation Plan.
- B. Create an eligibility rule that controls the portion, fill in the cycle start date and the cycle end date, and add it to a Fixed Compensation Plan.
- C. Create a vesting rule that controls the portion, fill in the cycle start date and the cycle end date, and add it to a Variable Compensation Plan.
- D. Create a hire rule that controls the portion, fill in the cycle start date and the cycle end date, and add it to a Variable Compensation Plan.

Correct Answer: C

Section: (none)

Explanation

Explanation/Reference:

References: <https://docs.microsoft.com/en-us/dynamics365/unified-operations/talent/create-variable-compensation-plans>

QUESTION 13

You are adding contacts to a welcome guide.

Which category of recipients can you add?

- A. any person, as long as they have a valid email address
- B. any person, as long as they are users in Microsoft Dynamics 365 for Talent
- C. any person, as long as they have a valid phone number
- D. any person, as long as they are listed contact for the new hire

Correct Answer: B

Section: (none)

Explanation

Explanation/Reference:



QUESTION 14

A warehouse manager has been with the company for 30 years and is planning to retire in one month.

A retirement transition is being prepared, and the HR administrator needs to add the tasks into the appropriate checklist.

Which section of the Task management workspace should be used to perform this action?

- A. Retirement
- B. Onboarding
- C. Offboarding
- D. Transitions

Correct Answer: C

Section: (none)

Explanation

Explanation/Reference:

QUESTION 15

You are creating a checklist in Microsoft Dynamics 365 for Talent to onboard several newly hired employees. You are compiling the information that you will need to include in the new checklist.

Which three components will be needed? Each correct answer presents part of the solution.

- A. Activities
- B. Contacts
- C. Owner
- D. Calendar
- E. Description

Correct Answer: ABD

Section: (none)

Explanation

Explanation/Reference:



QUESTION 16

You are creating a new welcome guide.

Which three types of items can you add to the Activities tab of the welcome guide? Each correct answer presents a complete solution.

- A. PowerApps
- B. Power BI
- C. Microsoft Flow
- D. YouTube
- E. Sway

Correct Answer: ADE

Section: (none)

Explanation

Explanation/Reference:

References: <https://dynamics365.wordpress.com/tag/dynamics-365-for-talent/>

QUESTION 17

Your company has hired three new sales managers.

You want to use the Onboard modular app to help the new hires integrate into your company.

Which three areas can you use to provide useful information to your new employees as part of their onboarding experience? Each correct answer presents a complete solution.

- A. Contracts
- B. Contacts
- C. Resources
- D. Activities
- E. Jobs

Correct Answer: BCD

Section: (none)

Explanation

Explanation/Reference:

References: <https://dynamics365.wordpress.com/tag/dynamics-365-for-talent/>



QUESTION 18

An HR representative is creating a new welcome guide in the Onboard modular app.

The representative created an identical welcome guide a few months ago, and will likely need to create another identical welcome guide a few months from now.

Which Onboard modular app action is useful for creating identical welcome guides?

- A. saving a welcome guide as a template
- B. archiving a welcome guide
- C. migrating an applicant from the Attract modular app
- D. previewing a welcome guide

Correct Answer: A

Section: (none)

Explanation

Explanation/Reference:

QUESTION 19

You are creating a welcome guide for new hires. Your first step is to collect the information necessary to completely fill out the Introduction tab of the welcome guide.



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What can you add in the Introduction tab of your welcome guide?

- A. You can enter an introductory message and attach any files, links, or maps that the new hire will need immediately.
- B. You can list contact persons who may assist the new hire during onboarding.
- C. You can assign activities that the new hire has to complete in a specific order prior to their next meeting with HR.
- D. You can schedule appointments for performance review of the new hire.

Correct Answer: A

Section: (none)

Explanation

Explanation/Reference:

References: <https://dynamics365.wordpress.com/tag/dynamics-365-for-talent/>

QUESTION 20

You are creating a new welcome guide for new hires.

You have added standalone resources deemed important for the new hire, but not tied to a specific activity on the Activities area.

Which two things will the new hire see displayed when viewing resources assigned in the Resources tab? Each correct answer presents a complete solution.

- A. any files, maps, or other resources added to an activity on the Activities tab
- B. all documents, images, and map locations, but the hire will not see any provided links to external web sites
- C. display information about who attached the resource and the date when attached for all resources
- D. any attached resources in the browser, but they cannot download them or retain a copy of the resources provided

Correct Answer: AD

Section: (none)

Explanation

Explanation/Reference:

QUESTION 21

A long-time employee is making a lateral professional move from the Marketing department to the Human Resources department.

A Human Resource representative is told to create a task list for the employee in the Task management workspace.

What should the Human Resource representative use?

- A. An Onboarding task list is the most appropriate because the employee is entering a new department.
- B. A Transition task list is the most appropriate because the employee is moving between departments.
- C. A Transition task list and an Onboarding task list because the employee is moving between departments.
- D. An Offboarding task list is the most appropriate because the employee is leaving a previous department.

Correct Answer: B

Section: (none)

Explanation

Explanation/Reference:

QUESTION 22

You are a recruiter.

You want to post a job on LinkedIn to attract qualified candidates who can manage your company's full recruitment cycle.

What should you do?

- A. Use the Onboard modular app, and use the LinkedIn functionality.

- B. Use the Attract modular app, and use the LinkedIn functionality.
- C. Use the Employee self-service workspace in Microsoft Dynamics 365 for Talent.
- D. Use the Onboarding workspace in Microsoft Dynamics 365 for Talent.

Correct Answer: B

Section: (none)

Explanation

Explanation/Reference:

QUESTION 23

You are an HR manager in charge of managing new hires.

You want to streamline paperwork and other new employee processes by providing newly hired employees with the ability to go online and access checklist and resources directly after they are hired.

Which option will provide new hires with this capability?

- A. Personnel management
- B. Employee development
- C. Benefits
- D. Onboard



Correct Answer: D

Section: (none)

Explanation

Explanation/Reference:

QUESTION 24

You are working online within the Personnel management workspace of Microsoft Dynamics 365 for Talent. You are looking for a specific page using the Search feature.

What will be searched in the system?

- A. pages linked on the Summary tab of the Management self-service workspace
- B. any page the user has access to in the Dynamics 365 for Talent application

- C. any page in any licensed and installed Dynamics 365 application
- D. pages linked on the Summary tab of the Personnel management workspace

Correct Answer: B

Section: (none)

Explanation

Explanation/Reference:

QUESTION 25

You are a marketing director. Your sales administrators just added the Budgeting skill as part of their semi-annual goals.

You are creating the skill on your employee profile.

Which three related items can you add to the skill? Each correct answer presents a complete solution.

- A. Certification number
- B. Examiner
- C. Level
- D. Years of experience
- E. Goal



Correct Answer: BCD

Section: (none)

Explanation

Explanation/Reference:

QUESTION 26

You are creating a new job in Microsoft Dynamics 365 for Talent that is very similar to existing jobs.

You want to copy from the existing job to your new job.

Which three fields can be copied to the new job? Each correct answer presents part of the solution.

- A. Notes
- B. Skills
- C. Compensation

- D. Workers
- E. Work tasks

Correct Answer: ACE

Section: (none)

Explanation

Explanation/Reference:

QUESTION 27

You are the HR manager for a company that uses Microsoft Dynamics 365 for Talent.

You want to set up a leave and absence plan for a group of employees from your company so they will be able to take parental leave.

What should you do?

- A. You should create a leave and absence type and leave and absence plan, and assign the leave and absence plan to the appropriate employees.
- B. You should create a leave and absence plan, and ask the employees to select the plan when requesting time off.
- C. You should create a leave and absence type, and leave and absence plan, and assign the leave and absence type to the appropriate employees.
- D. You should create a leave and absence type, and ask the employees to select the type when requesting time off.

Correct Answer: A

Section: (none)

Explanation

Explanation/Reference:

QUESTION 28

A Human Resource employee is adding tasks to a checklist in the Onboarding section of the Task management module of Microsoft Dynamics 365 for Talent.

The employee needs to add four tasks in the Payroll task group and three tasks that are not assigned to a group.

Which two statements accurately describe how the employee can use the Task management section to add the tasks to the checklist? Each correct answer presents a complete solution.

- A. The employee must remove tasks from the Payroll task group before they can be added to the checklist.
- B. The employee can add the tasks in the Payroll task group to the checklist by filtering by task group.
- C. The employee must add all tasks to a task group before they can be added to the checklist.

D. The employee can add the tasks that are not assigned to a task group directly to the checklist.

Correct Answer: BD

Section: (none)

Explanation

Explanation/Reference:

QUESTION 29

You are the manager of the sales department. Position actions are enabled for your organization.

You need to request a new position due to organization growth.

Which workspace should you use to make this request?

- A. Employee self service
- B. People
- C. Personnel management
- D. Organization administration

Correct Answer: C

Section: (none)

Explanation

Explanation/Reference:



QUESTION 30

You are implementing Microsoft Dynamics 365 for Talent, and you want to import employee information into the system.

Which two techniques can you leverage with Dynamics 365 for Talent to import data into the system? Each correct answer presents a complete solution.

- A. Microsoft PowerApps
- B. Data upgrade tool
- C. Dynamics Office Add-in-data connector
- D. Data Management framework

Correct Answer: CD

Section: (none)

Explanation

Explanation/Reference:

QUESTION 31

Your Human Resources department has a meeting to discuss onboarding techniques. A recruiter observes that the new hires are not familiar enough with Microsoft Dynamics 365 for Talent to navigate to the pages in the Compliance workspace without assistance.

You are asked to review the onboarding checklist tasks to see if you can make improvements.

Which task feature can you use to address the feedback from the recruiter?

- A. Links
- B. Task groups
- C. Offset due dates
- D. Contact person

Correct Answer: D

Section: (none)

Explanation



Explanation/Reference:

QUESTION 32

You are a hiring manager. The interview team has completed speaking with all candidates, and one has been selected to receive an offer.

When you access the Offer stage in the Attract modular app, what are the two statuses that can be selected? Each correct answer presents part of the solution.

- A. activity status
- B. offer details
- C. activity detail status
- D. offer status

Correct Answer: BD

Section: (none)

Explanation

Explanation/Reference:

QUESTION 33

Your company is restructuring because of a pending merger.

As a result, you need to remove the HR Assistant position from your department until the merger is finalized. This may take up to nine months.

Which action should you perform in Microsoft Dynamics 365 for Talent?

- A. End the worker assignment.
- B. Reassign workers.
- C. Retire the position.
- D. Put the position on hold.

Correct Answer: D

Section: (none)

Explanation

Explanation/Reference:



QUESTION 34

You are preparing to set up and enroll employees in the benefit plans in Dynamics 365 for Talent.

You need to start the process.

Which two actions must you do first? Each correct answer present part of the solution.

- A. Create benefits.
- B. Process an eligibility event.
- C. Set up eligibility policy rule types.
- D. Set up eligibility policy parameters.

Correct Answer: AD

Section: (none)

Explanation

Explanation/Reference:

QUESTION 35

You are required to provide feedback on a periodic basis for your team's activities.

Which feature can you use to track that your employees have completed?

- A. Team skills assessment from My team tab
- B. Team performance goals from My team tab



- C. Team performance journals from My team tab
- D. Send feedback from My information tab

Correct Answer: B
Section: (none)
Explanation

Explanation/Reference:

QUESTION 36

You have been asked to add a car allowance benefit for all manager positions in your organization.

What is the correct course of action to complete this task?

- A. In the Benefit module, create a new Benefit eligibility policy. Set "Car allowance" as the policy rule. The Position title should contain "Manager" and Worker type should be "Employee".
- B. In the Benefit module, create a new Benefit eligibility policy. Select "Manager" as a policy organization.
- C. In the Benefit module, create a new Benefit eligibility policy. In the policy rule, specify that the Worker type should be Employee and that the Position title should contain "Manager".
- D. In the Compliance module, create a new Benefit eligibility policy that contains "Car allowance" as benefit and "Manager" as job.

Correct Answer: A
Section: (none)
Explanation

Explanation/Reference:

QUESTION 37

You are a payroll administrator. Your company recently offered direct deposits for all its employees.

Employees will use Microsoft Dynamics 365 for Talent to set up their direct deposit payments.

Which two items should employees set up in the My payment information section to configure their direct deposit payments? Each correct answer presents part of the solution.

- C.
- A. Set up a bank draft in the My bank information FastTab.
- B. Select Electronic payment in the My payment method FastTab.
Add an identification number for a bank account in the Identification numbers FastTab.
- D. Enter bank account information in the My bank information FastTab.

Correct Answer: BD

Section: (none)

Explanation

Explanation/Reference:

QUESTION 38

An HR representative has been asked to create a welcome guide in the Onboard modular app by migrating an applicant who has accepted a job offer in the Attract modular app.

What will happen when the representative clicks the Start onboarding button in the Attract modular app?

- A. A new welcome guide will automatically be archived in the Onboard modular app with the applicant's details.
- B. A new browser tab will open in the Onboard modular app with the applicant's details, which can then be used to finish creating a welcome guide.
- C. A new welcome guide will automatically be saved in the Onboard modular app with the applicant's details.
- D. A new browser tab will open in the Onboard modular app with a blank form to create a welcome guide. The representative can add the applicant's information manually.

Correct Answer: B

Section: (none)

Explanation

Explanation/Reference:

QUESTION 39

You are managing a new job opening in Microsoft 365 for Talent that currently has more than 12 job applicants.

While inputting resumes for the candidates during the application stage, you find that one of the candidates does not meet the minimum educational requirements and can no longer be considered for the position.

- C.
Which two steps must you take to eliminate this candidate from the search process? Each correct answer presents part of the solution.
- A. Click the Reject Candidate form, and choose Education as the reason.
 - B. In the Recommendation area, select “No, I do not recommend hiring this candidate.”
Go to the applicant’s profile, and click the Reject applicant button.
 - D. In the Feedback area, select Not Recommended, and type in Education in the Notes.

Correct Answer: AC
Section: (none)
Explanation

Explanation/Reference:

QUESTION 40

You are the benefits administrator for your company.

Your HR director asks you to provide the graphical analysis report for the current time off and accrual balances for employees.

Which Analytics area will provide this information for your HR director?

- A. Compensation Plan Analysis in the Compensation workspace
- B. Workforce Demographics in the Personnel management workspace
- C. Employee Benefits in the Benefits management workspace
- D. Current Balance Analysis in the Leave and Absence workspace

Correct Answer: D
Section: (none)
Explanation

Explanation/Reference:

QUESTION 41

As part of a recent security initiative, your company is implementing a new Identification system that includes new ID numbers.

You need to add the new identification type to Microsoft Dynamics 365 for Talent.

C.
Which workspace should you use to accomplish this task?

- A. Personnel management
- B. Compliance
- C. System administration



D. Employee development

Correct Answer: A

Section: (none)

Explanation

Explanation/Reference:

References:

<https://docs.microsoft.com/en-us/dynamics365/unified-operations/talent/set-up-hr-parameters-across-legal-entities>



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