

# **Exam MB6-898: Microsoft Dynamics 365 for Talent – Skills Measured**

## **Audience Profile**

Candidates for this exam are Microsoft Dynamics 365 partners who set up and use the application functionality in Microsoft Dynamics 365 for Talent and provide support for the application. This exam is also appropriate for sales personnel who have a background in business solutions and would like to demonstrate functional understanding of the Microsoft Dynamics 365 for Talent application.

Candidates typically should have a strong understanding of human capital management, operational HR processes, and experience deploying, maintaining, and using Microsoft Dynamics 365 for Talent.

## **Skills Measured**

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

## **Understand the Dynamics 365 for Talent Environment (45-50%)**

### **Understand Dynamics 365 for Talent Components**

- describe the components and experiences of Dynamics 365 for Talent
- identify features of Dynamics 365 for Talent
- identify benefits of using Dynamics 365 for Talent
- describe how data is shared and separated per company in Dynamics 365 for Talent
- describe the technology and integration of Dynamics 365 for Talent with other Dynamics 365 applications
- describe and use the Microsoft Excel add-in with Dynamics 365 for Talent

### **Understand basic navigation in Dynamics 365 for Talent**

- describe the user interface components of Dynamics 365 for Talent
- describe the use case scenarios for workspaces and provide examples of workspaces
- identify the components of a Dynamics 365 for Talent workspace
- navigate and perform searches in the web interface

- set up core prerequisites and parameters for using Dynamics 365 for Talent

### **Use People Analytics and Personnel Management in Dynamics 365 for Talent**

- describe features of the People workspace
- use the People workspace to view and edit personal information
- enroll in benefits by using the people workspace
- check FMLA eligibility request time-off in the People workspace
- view leave and absence information
- view or update emergency contact information or certificates and tests for a person

### **Use the Employee and Manager self-service features**

- describe features for employee self-service
- describe features for manager self-service
- use the Employee self-service workspace to manage personal information
- review and update performance information
- add and share feedback to another employee
- view team information in the manger self-service portal
- view and update skill information and perform a skill gap analysis
- describe and use the mobile device for employee and manager self-service

## **Set Up and Use the Talent Application (50-55%)**

### **Manage worker information**

- understand worker and position data
- describe the difference between jobs and positions
- set up and manage jobs
- create and assign positions to workers
- explain Personnel actions
- enable and use Worker actions and Position actions
- configure prerequisites for positions and jobs
- configure and loan equipment to workers
- define parameters and shared parameters for human resources
- identify key configurations for human resources
- hire and retire a worker
- enter worker details

### **Set Up and manage benefit information**

- explore the Benefit management workspace
- describe the difference between benefits and benefit elements
- describe the various types of benefits

- configure benefit elements
- define eligibility rules
- process eligibility rules for workers
- enroll a single worker in a benefit
- enroll mass workers in a benefit
- maintain dependents and beneficiary information

### **Configure compensation information**

- describe examples of fixed and variable compensation plans
- use recommendations with compensation
- review and make changes to compensation plans
- define mandatory confirmation for compensation plans
- describe the range utilization matrix
- define reference points
- create compensation grids
- define eligibility rules for compensation
- configure pay rate conversions
- set up and use vesting rules
- configure and use pay for performance features
- describe compensation process events
- perform the compensation processes
- adjust compensation for an employee

### **Manage Leave and absences**

- explain the Leave and absence administration process
- describe Leave and absence transactions
- request and process time off requests
- explore Leave types and Leave plans
- set up and configure Leave and absence plans
- view time off requests and approved time off
- use the Leave and absence workspace

### **Use compliance features in Dynamics 365 for Talent**

- define templates for physical job requirements
- configure the physical requirements for a job
- create an accommodation request
- grant or deny work environment accommodation requests