

CORNERSTONE ONDEMAND (CSOD) CERTIFICATION PRACTICE EXAM (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE

<https://cornerstoneondemand.examzify.com>



Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

SAMPLE

Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

SAMPLE

- 1. Which feature allows managers to set and track goals in CSOD?**
 - A. Goal Management
 - B. Performance Review
 - C. Skill Assessment
 - D. Employee Feedback
- 2. Which statement is TRUE about Read-Only custom fields?**
 - A. They can be updated by any user
 - B. They can only be updated via a data feed
 - C. They can be changed through the user interface
 - D. They must be filled out during initial user creation
- 3. What is the primary purpose of a Security Role in an organization?**
 - A. To enhance user interactivity
 - B. To define user access permissions and privileges
 - C. To enable user collaboration
 - D. To audit user actions
- 4. In Reporting 2.0, what is the impact of renaming a shared folder on existing shared links?**
 - A. The shared link will no longer work
 - B. The link will automatically update to the new name
 - C. The shared users will need to be notified of the change
 - D. The link will reference the old name until manually updated
- 5. What is the role of "Learning Communities" in CSOD?**
 - A. To provide assessment tools for skills
 - B. To offer forums for discussion and collaborative learning
 - C. To manage course registration and attendance
 - D. To track completion of mandatory training
- 6. What determines the tabs displayed on a user's My Account page?**
 - A. System preferences set by the portal administrator
 - B. Users' permissions
 - C. User's previous activity in the portal
 - D. Default portal settings

- 7. Which operator is not available when creating a group in Cornerstone OnDemand?**
- A. User Status
 - B. Group Creation Date
 - C. Employment Status
 - D. Role
- 8. Which feature provides administrators a view of recipients for emails sent in the last thirty days?**
- A. Email History
 - B. Email Summary
 - C. Export Log
 - D. Email Report
- 9. What happens to the default email address in Email Administration when adjustments are made?**
- A. It affects only existing emails and templates
 - B. It affects only newly created emails and templates
 - C. It changes for both existing and new emails immediately
 - D. It can be manually reset for all users
- 10. How should the administrator provide a Reporting 2.0 Records (User) system template report while excluding user email and phone number fields?**
- A. Copy the report and include all original fields
 - B. Share the original report with a user restriction applied
 - C. Copy the report and remove the User Email and User Phone Number fields
 - D. Use a different reporting tool for sensitive information

Answers

SAMPLE

1. A
2. B
3. B
4. B
5. B
6. B
7. B
8. C
9. B
10. C

SAMPLE

Explanations

SAMPLE

1. Which feature allows managers to set and track goals in CSOD?

- A. Goal Management**
- B. Performance Review
- C. Skill Assessment
- D. Employee Feedback

The feature that enables managers to set and track goals within Cornerstone OnDemand is Goal Management. This functionality allows organizations to define specific objectives for employees or teams, ensuring alignment with broader organizational targets. With Goal Management, managers can create, modify, and monitor progress against these goals over time. This holistic approach fosters clarity and accountability, streamlining performance evaluations and enhancing employee engagement by connecting individual contributions to overall company success. In contrast, Performance Review pertains to evaluating employee performance and providing feedback, which is typically based on predefined goals but does not itself represent the process of setting those goals. Skill Assessment focuses on evaluating employees' skills and competencies rather than goal-setting. Employee Feedback allows for the collection of insights and feedback from peers or subordinates, but does not directly relate to the goal-setting and tracking process. Thus, while these features contribute to broader performance management strategies, only Goal Management specifically addresses the need for setting and tracking goals within the platform.

2. Which statement is TRUE about Read-Only custom fields?

- A. They can be updated by any user
- B. They can only be updated via a data feed**
- C. They can be changed through the user interface
- D. They must be filled out during initial user creation

Read-Only custom fields are designed to ensure that the data they contain cannot be modified directly through the user interface by end-users. This feature is particularly useful for maintaining the integrity of critical data and ensuring that specific information remains consistent and accurate over time. The only way to update these fields is through a data feed, which is a system or automated process that imports or updates information in bulk. This allows for controlled updates while minimizing the risk of user errors or unauthorized modifications. The other statements do not accurately represent how Read-Only custom fields function within the system. For instance, they cannot be updated by any user, nor can they be changed through the user interface, and there is no requirement for them to be filled out during the initial user creation unless predetermined by system design. Thus, the correct answer emphasizes the specific mechanism by which these fields can be updated, reinforcing the controlled nature of their data management.

3. What is the primary purpose of a Security Role in an organization?

- A. To enhance user interactivity
- B. To define user access permissions and privileges**
- C. To enable user collaboration
- D. To audit user actions

The primary purpose of a Security Role in an organization is to define user access permissions and privileges. Security Roles are critical in managing who can access particular data, features, or functionalities within an organization's systems. By establishing Security Roles, organizations can ensure that users have appropriate access based on their job responsibilities and requirements. This helps in protecting sensitive information and maintaining compliance with regulatory standards. Each role typically comes with a set of predefined permissions that can control access to various resources, such as reports, employee records, or administrative functions. This structured approach ultimately enhances data security and minimizes the risk of unauthorized access. Other options, like enhancing user interactivity or enabling user collaboration, are more related to the user experience and collaboration tools rather than the specific function of controlling access rights and permissions. While auditing user actions is important for monitoring and compliance, it does not directly relate to the core purpose of defining access. Security Roles align specifically with establishing and managing the permissions that users have within the system.

4. In Reporting 2.0, what is the impact of renaming a shared folder on existing shared links?

- A. The shared link will no longer work
- B. The link will automatically update to the new name**
- C. The shared users will need to be notified of the change
- D. The link will reference the old name until manually updated

Renaming a shared folder in Reporting 2.0 does not affect the function of existing shared links. When the folder is renamed, the shared link remains valid and automatically updates to reflect the new name of the folder. This ensures that users who have access to the link can continue to utilize it seamlessly without encountering issues related to the name change. The automatic update feature simplifies the management of shared content, as it eliminates the need for users to reconfigure links or for administrators to resend updated information each time a folder name changes. This streamlined process enhances user experience by maintaining continuity and minimizing disruptions.

5. What is the role of "Learning Communities" in CSOD?

- A. To provide assessment tools for skills
- B. To offer forums for discussion and collaborative learning**
- C. To manage course registration and attendance
- D. To track completion of mandatory training

The role of "Learning Communities" in Cornerstone OnDemand (CSOD) is to offer forums for discussion and collaborative learning. Learning Communities facilitate interaction among learners, allowing them to share insights, ask questions, and collaborate on learning objectives. This social aspect enhances the overall learning experience by enabling participants to engage with one another, thus fostering a sense of community and shared knowledge. This collaborative environment encourages peer-to-peer learning, where individuals can contribute different perspectives and expertise. Such spaces are particularly valuable in online learning settings, as they create opportunities for learners to communicate and support each other outside of formal training programs. In essence, Learning Communities are integral to building a vibrant learning ecosystem where the exchange of ideas is encouraged, making the educational experience richer and more effective. In contrast, the other options focus on distinct functionalities of the CSOD platform that do not align with the primary purpose of Learning Communities. For instance, while assessment tools, course registration, attendance management, and tracking training completion are crucial for overall training administration, they are not the core functions of Learning Communities.

6. What determines the tabs displayed on a user's My Account page?

- A. System preferences set by the portal administrator
- B. Users' permissions**
- C. User's previous activity in the portal
- D. Default portal settings

The display of tabs on a user's My Account page is primarily influenced by the user's permissions. Permissions dictate what actions and features a user is authorized to access within the system. This means that if a user has been granted specific permissions, they will see the corresponding tabs related to those permissions. For instance, a user with administrative privileges may have access to tabs for managing users, while a standard user might see tabs related only to their personal information and settings. While system preferences and default portal settings can establish a baseline for what is available, the actual view a user experiences is contingent upon their individual permissions. User activity might also affect their interface, but it is their permissions that fundamentally define which tabs are shown. Thus, understanding permissions is crucial for determining the customization and personalization of the My Account page for each user.

7. Which operator is not available when creating a group in Cornerstone OnDemand?

- A. User Status
- B. Group Creation Date**
- C. Employment Status
- D. Role

When creating a group in Cornerstone OnDemand, the operator that is not available is the group creation date. This means you cannot filter or categorize users based on when a group was created. Instead, groups in CSOD can typically be created based on user status, employment status, or role, which are more relevant attributes that can help in managing user access and organizing the users based on their employment facts or their roles within an organization. Understanding the available operators is essential for effective group management. User status allows you to filter users based on whether they are active, inactive, or on leave. Employment status gives insight into various employment types like full-time or part-time positions. Role focuses on the specific job functions or responsibilities that users have within the organization. However, the creation date does not serve a practical purpose in the context of ongoing user or group management, as it does not give actionable insights into the current status or organizational structure.

8. Which feature provides administrators a view of recipients for emails sent in the last thirty days?

- A. Email History
- B. Email Summary
- C. Export Log**
- D. Email Report

The feature that allows administrators to view recipients for emails sent in the last thirty days is the Email History. This tool provides a detailed log of emails sent, including recipient information, subject lines, timestamps, and other relevant data. It serves as a valuable resource for tracking communication within the platform, helping administrators monitor engagement and assess the effectiveness of email campaigns. The Email Summary typically offers an overview of email performance, such as open rates or click-through rates, but does not specifically list the recipients. The Export Log is more focused on providing raw data that can be used for external analysis, and may not be structured in a way that easily identifies individual email recipients. The Email Report usually presents summarized metrics and statistics related to email activities but lacks the granular detail needed to list specific recipients. Thus, the Email History stands out as the dedicated feature for tracking and viewing the specific recipients of emails sent over the last month.

9. What happens to the default email address in Email Administration when adjustments are made?

- A. It affects only existing emails and templates
- B. It affects only newly created emails and templates**
- C. It changes for both existing and new emails immediately
- D. It can be manually reset for all users

The correct answer indicates that adjustments made to the default email address in Email Administration will only affect newly created emails and templates. When the default email address is modified, the system essentially update settings for subsequent communications that will be generated after the change is made. Existing emails and templates retain the default address they were associated with at the time of their creation, meaning they will not be retroactively updated with the new email address. This design is intentional to maintain consistency and clarity in communications that have already been sent or are currently in use. It helps prevent confusion that could arise if existing correspondence were suddenly associated with a different sender address, potentially misrepresenting the origin of the email content. Thus, the distinction between existing and newly created emails becomes critical, as settings only impact future communications, ensuring that past interactions remain intact and verifiable.

10. How should the administrator provide a Reporting 2.0 Records (User) system template report while excluding user email and phone number fields?

- A. Copy the report and include all original fields
- B. Share the original report with a user restriction applied
- C. Copy the report and remove the User Email and User Phone Number fields**
- D. Use a different reporting tool for sensitive information

The rationale for selecting the option to copy the report and remove the User Email and User Phone Number fields centers on the requirement to customize the report according to specific privacy or data governance policies. By creating a copy of the original report, the administrator can retain all existing functionalities and structure of the report while making necessary modifications to exclude sensitive information. This approach ensures that pertinent data remains available to the stakeholders who need it, without compromising user privacy. Making a copy is advantageous as it preserves the integrity of the original report, allowing for continued use of the unmodified version if needed for situations that do not require the omission of sensitive data. Additionally, this customization adheres to best practices regarding data handling, helping to ensure compliance with regulations that mandate the protection of personally identifiable information (PII). The other options do not align with the goal of excluding sensitive fields effectively. Sharing the original report with user restrictions may still expose the sensitive data to individuals who should not have access, while opting to use a different reporting tool may complicate the existing reporting processes and create inefficiencies. Hence, copying the report and specifically removing those fields is the most straightforward and compliant solution.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://cornerstoneondemand.examzify.com>

We wish you the very best on your exam journey. You've got this!

SAMPLE