

NOT FOR PUBLICATION

The Currency of Reciprocity – Gift-Exchange in the Workplace

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Supplementary Material*

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* All documents are translated versions of the German originals.

[Name and Logo of University here]

I. Recruitment Poster

Earn money during the summer break!

Students wanted!

We are looking for students to catalog the library of our economic chair. It is a **one-time job-opportunity for half a day** (3 hours). The hourly wage will be 12 Euro.

If you are interested, please send an email with preferred working date to...

[email-address here]

[Address of Institute here]
[Date of Announcement here]

II. Confirmation E-mail

Subject: Your application for ‚Earn money during the summer break‘

Thank you for applying to catalog the chair’s library. Your date of work is the XXth of MONTH. Please show up at this date at XX o’clock in room XX in building XX for 3 hours of work (one-time). The hourly wage paid will be 12 €.

If you have problems showing up at that date or if you have other questions, please mail to [Email-Address here].

Sincerely Yours
[Name here]

III. Instructions for the Experimenter

In general:

- Do not mention that there are multiple students working today!
 - Do not report anything about former students!
 - Do not give benchmarks how many books other students enter!
 - Do not give benchmarks how many books are expected.
 - **By no means invent any reason for anything!**
 - Always give the same answer to comparable questions!
 - Always stick to this protocol!
- Reception
 - **Provide background information:**
 - o Chair's library moves, so it is necessary to take stock
 - o Only one-time job-opportunity (meaning that one cannot work for an additional day)
 - **Explain task**
 - o Show books, show program
 - o Enter
 - Title (as stated)
 - Author (always first name given name)
 - Further authors (first name given name; first name given name; ...)
 - publisher
 - ISBN - Number
 - Year
 - o Jump to next field using tabulator button!
 - o Enter data, then save entry by clicking on corresponding button
 - o If program is closed, restart by clicking twice at program shortcut
 - o Enter as many books as one can manage in 3h. If all books are entered early, continue with books in box. If also these are entered early, let me know so I can provide you with more books (Should never occur due to the large amount of books!)
 - o Refer to instructions provided!
 - Make sure that task is fully understood and that there are no further questions!

Announce work schedule

- 9:00 until 12:00, or: 9:30 until 12:30, or: 10:00 until 13:00, or...
- ,You can take a break whenever necessary, for example to go to the restroom, get yourself something to drink or alike. There is no scheduled lunch break.'*

Announce wage

,We pay you a total wage of 36 Euro. We ask you to do your work thoroughly'

Announce one of the following statements additionally, conditional on treatment, and give the gift:

'We have a further small gift to thank you: ...'

Money: *'... You will also receive 7 Euros.'*

Bottle: *'... You will also receive this thermos bottle.'*

PriceTag: *'... You will also receive this thermos bottle worth 7 Euros.'*

Origami: *'... You will also receive 7 Euros.'*

Choice: *'... You will also receive 7 Euros. You can choose whether you want to receive the 7 Euros in cash or in form of this thermos bottle worth 7 Euros.'*

,After 3h, your money will be paid to you in this room. If you have any questions, feel free to ask anytime. You will find someone in room [room number here].'

Leave room and close door

- Shortly before 3h are over, keep the **QUESTIONNAIRE** ready and wait in front of the room.
- When time is up, enter the room.

- Ask the subject to answer the questionnaire:

'We are interested in how you perceived the work. We kindly ask you to answer this questionnaire. It will be stored electronically for further evaluations. Afterwards, you will be paid.'

- Take the questionnaire after subject is ready.

Pay subject

- During payment, **first let subject sign a receipt** over the whole amount, and make sure that subject enters his name and address legibly (first name and given name), and give the money to subject afterwards.

!!!!!!!SAVE DATA!!!!!!!!!!!!!!

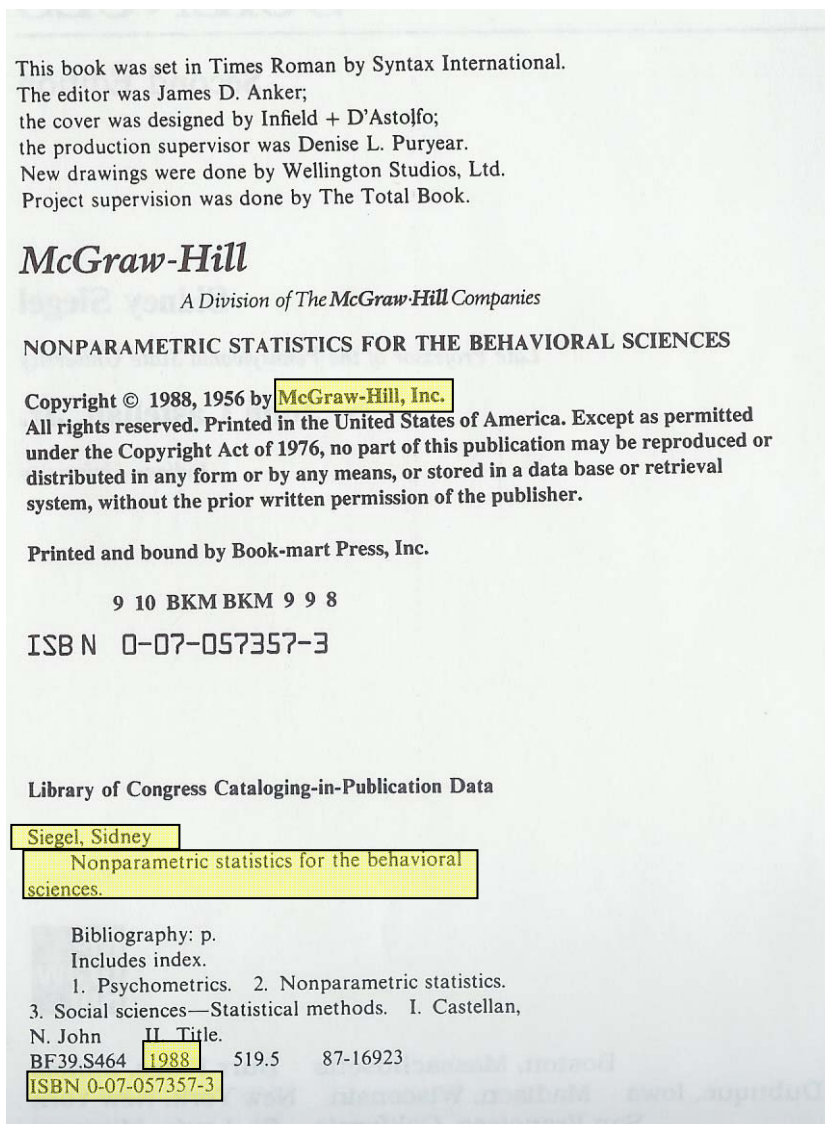
[Explanation for research assistant how and where to store the data]

!!!!!!!!!!!!!!!!!!!!!!

- After the last subject has left, move all cataloged books into library
- Refill the books in each room; also refill the box if necessary.

IV. Instructions for the Worker

On the first page of each book, you will find a page like this:



The corresponding entry would be:

Eingabemaske

Titel: Nonparametric statistics for the behavioral sciences

Autor: Sidney Siegel

weitere Autoren:

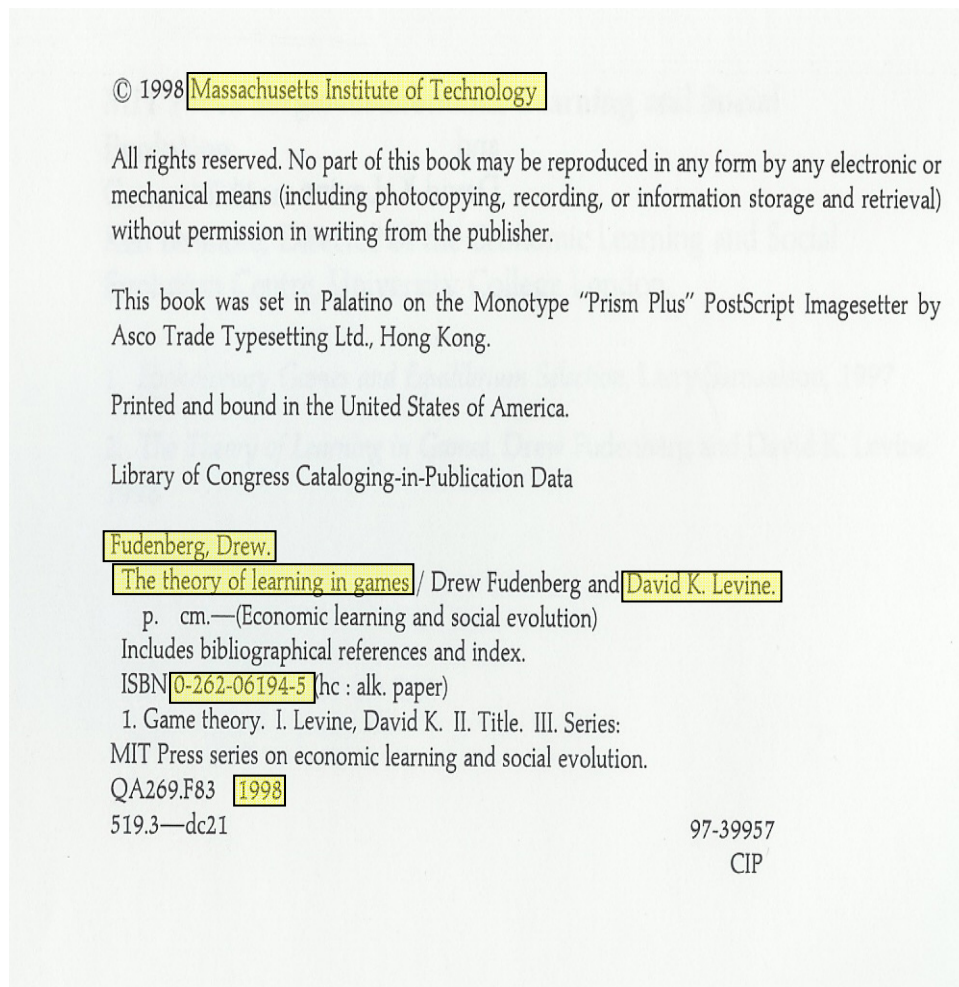
Verleger: McGraw-Hill, Inc.

ISBN-Nummer: 0070573573

Jahr: 1988

Speichern **Löschen**

On the first page of each book, you will find a page like this:



The corresponding entry would be:

Eingabemaske

Titel:	The theory of learning in games
Autor:	Drew Fudenberg
weitere Autoren:	David K. Levine
Verleger:	Massachusetts Institute of Technology
ISBN-Nummer:	0262061945
Jahr:	1998

Speichern Löschen

In general:

- Enter the ISBN number without – sign
- Authors always *first name given name*
- Divide multiple further authors by semicolon: *first name given name; first name given name*
- If you cannot find a specific attribute (e.g. the ISBN-number of old books), please enter “?” into the corresponding field.

V. Questionnaire for the Worker

We kindly ask you to answer the following questionnaire. Your information will be stored electronically for further evaluations. Thank you.

Please rate the following statements on a scale from 1 to 5, where 1 is 'Fully agree' and 5 is 'Fully disagree'.

I perceived the job as strenuous.

	1	2	3	4	5	
Fully agree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully disagree

I perceived the job as interesting.

	1	2	3	4	5	
Fully agree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully disagree

I got tired with the elapse of time.

	1	2	3	4	5	
Fully agree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully disagree

I had problems cataloging the books.

	1	2	3	4	5	
Fully agree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully disagree

[Logo and Name of University and Department here]

Major _____

Semester _____

Age _____

Gender _____

**Did you work somewhere before this job?
If so, what was your hourly wage on your last job?**

VI. Laboratory Choice Experiment: Decision Sheet

In addition to your present payoff, you will receive 7 Euro. You can choose between receiving this additional payment in cash and receiving a thermos bottle worth 7 Euro (see picture below)

I want to receive...

- ... 7 Euro in cash.
- ... the thermos bottle worth 7 Euro.

Signature _____



(representative picture)

Personnel Data (voluntary):

Major _____

Semester _____

Age _____

Gender _____